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HISTORIANS AND ARCHIVISTS IN THE FIRST WORLD WAR¹

A PRESIDENT who has been so honored by his constituents as to make it incumbent upon him to prepare two presidential addresses finds himself confronted by the necessity of making a difficult choice. Shall he display his versatility, if any, and make the second address brilliantly different, in subject and treatment, from the first, or shall he continue the theme of the earlier performance, perhaps with variations? My own choice has been to follow the latter course.

A year ago, when we were enjoying the cordial hospitality of Montgomery, I endeavored to express some ideas respecting "The Archivist in Times of Emergency."² Some of the suggestions that I ventured to offer on that occasion have been followed up by the Society, in the form of committee activities and of carefully prepared reports on the protection of archives, on record administration and the emergency program of the government, on the history and organization of government emergency activities, and on the collection and preservation of material for the history of the emergency. The national emergency has, as was to be foreseen, become more acute during the year, and, today, as the Society meets in this historic city of Hartford and in the New England state of Connecticut, to which our profession owes so much for inspiration and example, we find ourselves actively engaged in preparations to cope with a situation that from day to day becomes more ominous. Instead, however, of trying to peer through the gathering gloom into the uncertain future, I suggest that,

¹ Presidential address delivered before the fifth annual meeting of the Society of American Archivists, at Hartford, Connecticut, October 6, 1941.

The sources of information chiefly drawn upon are the personal recollections of the writer; the compilation edited by Newton D. Mereness, "American Historical Activities During the World War," American Historical Association, *Annual Report*, 1919, I, 137-293; Leland and Mereness, *Introduction to the American Official Sources for the Economic and Social History of the World War* (New Haven, 1926); J. T. Shotwell, *At the Paris Conference* (New York, 1937).

² THE AMERICAN ARCHIVIST, IV (January, 1941), 1-12.

for a brief moment, we should turn our attention to the past, that we should recall the situation that we faced a quarter of a century ago, and that we should review some of the ways in which we endeavored to deal with it.

The wars of the United States, from that of independence to the war with Spain, were chiefly military and economic efforts. There was no such mobilization of intellectual and spiritual forces as marked the conflict that commenced in 1914, although the creation of the National Academy of Sciences during the Civil War was a significant suggestion of the total mobilization that we now take for granted. Military action was carried on in well defined areas, and non-combatants, far from those areas, were in no danger of attack. Means of communication were limited and uncertain, and only through print or in public assemblages could large numbers of people be reached. No reliable means of ascertaining public opinion had been developed—a statement that does not necessarily imply that such means have now been discovered, even in polls and sampling—and the conception of public morale as positive force, of military value, hardly existed. Until the first World War, the function of the archivist and historian was to record and interpret after the event. No doubt notable exceptions will readily occur to our minds—Thucydides and Matthew B. Brady, for example, but the latter would have been surprised and doubtless indignant if any one had called him an historian or even an archivist.

The importance of the historian as an agent of causation came slowly to be recognized as the influence of the nineteenth-century German historians and of the work of Admiral Mahan upon national policies became clear. The realization of this influence was, as I vividly remember, a source of much concern to Mahan during the last months of his life after the outbreak of the war in 1914. Morse Stephens, in his presidential address before the American Historical Association in 1915, took it upon himself to make a sort of public confession on behalf of historians generally of their share of responsibility for the disaster that had overtaken the world.

It was not strange, therefore, that when in 1917 the United States became a belligerent in the world conflict, the historians of the country should give serious thought to the services that they might render and to their own part in the phenomenon, new and strange to America, of a general mobilization. They conceived of themselves as having obligations to the common cause, that should be met collectively, and

they set themselves at once to considering the nature of these obligations and the most appropriate ways of satisfying them. In this they were joined by the archivists—indeed, it is hard to distinguish between historian and archivist, for while it is not true that all historians are archivists, it is very nearly exact to say that in 1917 most archivists were historians. As we shall see, the archivists had a large part in the professional mobilization for the first World War.

Leadership in this professional and voluntary mobilization came from the Department of Historical Research of the Carnegie Institution of Washington, where were located the editorial offices of the *American Historical Review* and the secretariat of the American Historical Association, and whose director, J. Franklin Jameson, had long enjoyed a moral and scientific authority among his professional colleagues that was as freely acknowledged by them as it was modestly exercised by himself.

Early in April, 1917, after consultation with a number of scholars, Jameson issued an invitation to a conference in Washington for a discussion of such measures as it might be appropriate for historians to adopt in order to make their services available to the nation. The principal paragraphs of that invitation are worth repeating, for they reflect the spirit that prevailed at that time. "The problem," so the invitation read, "is one which has no doubt presented itself to the mind of every history man in the country. Many of them would doubtless be glad to spend a good deal of time in public service in war time, and most of all in service appropriate to their special acquirements, but are not in the way of hearing of useful tasks that they could undertake.

"Our thought is that if the questions involved could be immediately considered in a preliminary way, by an informal conference of a dozen members of the profession representing different regions of the country and different aspects of history—American, European, economic, diplomatic—an organization might be devised by which all this store of competence and patriotic good will, instead of running to waste or lying untouched, might be systematically drawn upon to meet actual needs, felt or unfelt, of the Government or the public."³

Nineteen persons attended the conference,⁴ and sat for two days

³ American Historical Association, *Annual Report*, 1919, I, 161.

⁴ J. F. Jameson, who acted as chairman; W. G. Leland, who acted as secretary; Guy S. Ford, Frederic L. Paxson, Andrew C. McLaughlin, Henry E. Bourne, Frederick J. Turner, George M. Dutcher, Charles D. Hazen, Charles H. Hull, James T. Shotwell, Albert E. McKinley, Gaillard Hunt, John C. Fitzpatrick, H. Barrett Learned, Edmund C. Burnett, Victor Clark, Thomas W. Page, and Edward G. Lowry.

discussing among themselves and with the representatives of numerous agencies of the government the requirements and opportunities of the situation. Their final decision was to establish in Washington a National Board for Historical Service, whose purposes were defined as follows:

a) To facilitate the coordination and development of historical activities in the United States in such a way as to aid the Federal and the State Governments through direct personal service or through affiliation with their various branches.

b) To aid in supplying the public with trustworthy information of historical or similar character through the various agencies of publication, through the preparation of reading lists and bibliographies, through the collection of historical material, and through the giving of lectures and of systematic instruction, and in other ways.

c) To aid, encourage, and organize State, regional, and local committees, as well as special committees for the furtherance of the above ends, and to cooperate with other agencies and organizations, especially in the general field of social studies.⁵

The organization of the National Board for Historical Service was at once announced in a letter sent to a large number of scholars in all parts of the country, in which the board was described as "a voluntary and unofficial organization of individuals spontaneously formed in the hope that through it the store of competence and patriotic good will possessed by the history men of the country, instead of running in part to waste, or even lying untouched, may eventually be drawn upon to meet the needs of the public or of the Government."⁶

The letter then appealed for the co-operation of those to whom it was addressed, and asked for their views as to public opinion and as to methods and media of informing it, and requested information and suggestions respecting such activities as research, teaching, lecturing, the preparation of articles, the collection of historical materials, etc. The responses to this letter indicated general approval of the purposes of the board, conveyed offers of active co-operation, and contained useful information.

I do not propose to weary you with a detailed account of the operations of the National Board for Historical Service from its organization on April 29, 1917, to its dissolution on December 30, 1919. Such an account you can read, if you choose, in the *Annual Report* of the American Historical Association for 1919, as indeed I

⁵ Am. Hist. Assoc., *An. Rept.*, 1919, I, 164.

⁶ *Ibid.*, 165.

suggested in my address of a year ago. I should, however, like to review briefly and in a general way its principal categories of activities, in order to show what such an organization found to do.

The first of these categories may be described as activities of research. The board did not endeavor to plan a general program of investigations, but it laid before the directors of graduate work in American universities suggestions which are as pertinent today as they were then, and which now, fortunately, are less likely to be misunderstood. May I read a few extracts from the letter in which these suggestions were conveyed?

European historians [the board wrote on May 11, 1917] have long had the quickening, though at times dangerous, consciousness that their modern historical problems were instinct with life; that their topics for research involved sensitive international relations, were live wires connecting with stores of dynamite, were liable at any moment to pass from history into present action.

Are not American historians learning that some of the important facts in our democratic development are more intimately connected with present urgent choices of domestic policy and foreign relations than had been commonly appreciated?

Is it not possible that in research work during the present summer and winter, at least, we ought to make fuller use of our realization that out of history there are issues of life to-day?

Can we not give greater zest to our research work, both in seminary and as individuals by dealing with phases which are directly or indirectly connected with present problems? Shall we not feel better justified in following the scholar's calling if by our investigations we furnish material useful to Americans in determining their decisions in the great issues which now confront them and which will, in changing forms, confront them for a considerable future?

In the first place it is important to be able to furnish a background for news items. . . .

In the second place there are certain aspects of history with which the public should be familiar, but the significance of which is apparent only to one with a long perspective. In such cases the historians of the country should take the initiative, not waiting for the press.

The third function of research is one in connection with which the board can do little, but the leaders of research in the country by correspondence and intercourse may do much. It is obvious that the problem of world reconstruction will not cease to be vital to the next generation. Not in detail, but in general, it is possible to foresee the kind of questions which it will ask of its historians. Ought not a good proportion of the

young scholars in our seminaries be directed to interest themselves, whatever their fields, along lines which may contribute to the wise solution of these problems which will be the pivot of politics and legislation during their lives? . . .⁷

This letter had certain repercussions, not all of which were favorable. There were some who felt that the historian was being directed to a new and strange land, full of pitfalls and dangers to himself and to his science, and yet I venture to think that today the spirit of the letter would find general acceptance. The lists of projects of research and of doctoral dissertations, as well as the bibliographies of the last two decades, indicate that the historian has more and more the objective of serving his own and future generations by relating his investigations to present or anticipated problems and needs.

The research aided or set on foot by the Social Science Research Council and the American Council of Learned Societies, the activities of committees on research of the national associations of scholars, and the active interest of those associations in the education of public opinion, all testify to the existence, on the part of historians and their colleagues in related disciplines, of a lively sense of their obligations to the world in which they live and of a desire to have their appropriate share in its guidance and direction.

The direct contributions of the National Board for Historical Service consisted chiefly in useful bibliographies and compilations of information, and in the preparation of some of the pamphlets published by the Committee on Public Information, such as the *War Encyclopedia*, *American Interest in Popular Government Abroad*, by Evarts B. Greene, *Conquest and Kultur*, by Wallace Notestein, and *German War Practices*, by Dana C. Munro. One of the most ambitious projects, undertaken at the request of and published by the Department of State, was the *Handbook of the Diplomatic History of Europe, Asia, and Africa, 1870-1914*, compiled by Frank M. Anderson and Amos S. Hershey.

A second category of activities of the board was that of publication. The board did not maintain its own series of publications, but endeavored rather to procure and place useful articles. It must be confessed that, so far as the major periodicals were concerned, the board did not enjoy great success as a literary agent, nor did it succeed in producing much newspaper copy, although it had dreams,

⁷ *Ibid.*, 167-168.

in its earliest days, of furnishing whole pages of informative "boiler plate" to the Sunday press. Its chief effort was to incite the historians to act upon their individual initiatives, and in a letter of May 13, 1917, it pointed out to over two hundred scholars and teachers the opportunity and obligation that confronted them:

There has never been a period in American history [the board wrote] when public opinion has needed such a broad foundation of unfamiliar fact. The crisis in which we are now was brought upon the Nation by outside forces rather than by internal movements. The solution of the present situation, moreover, requires on the part of the people a large amount of fact with which they are unaccustomed to deal.

The historian knows that in determining the public opinion of the moment as well as that of tomorrow, which means so much for the future, the resources of human experience are bound to be drawn upon to a very great degree. He knows also how important it is that the facts furnished to the people shall be genuine and the interpretation of them made by experts rather than by quacks.

At no time in our history has the historian been so obviously called to the immediate service of the Nation. . . .

It seems clear to us that the local press affords an important medium through which the historian may render a most useful service. By making the acquaintance of editors and reporters, by watching the columns of the local newspapers for statements that in the interest of truth should be controverted, by offering editorial material, by writing communications or special articles of historical character pertinent to immediate questions, and by furnishing the correct historical background for many items of current news, the historian may exercise a salutary influence in his community.

It seems to us that this is a time when all the accumulated resources of reputation, information, and judgment belong to the Nation and should be put at the disposal of the public.⁸

A third category of activities had to do with the organization of lecture programs. In this it was aided by the New England Group for Historical Service, and universities and colleges. Illustrated lectures were given in the major training camps, on such subjects as "The Growth of Germany and of German Ambitions," "How the War Came About," "American Democracy and the War," etc. A lecture tour among British universities, by Professor Andrew C. McLaughlin, was one of the more ambitious undertakings of the board, and contributed to the better understanding of the American position in the conflict, as lectures by George M. Wrong of the University of

⁸ *Ibid.*, 171-172.

Toronto, in a large number of university summer schools in the United States, contributed to a better understanding of the situation of Canada.

A fourth and very important category of the board's activities had to do with education. Circular letters of information and suggestions, prepared by or for the board, were sent to school and educational authorities in all parts of the country through the United States Bureau of Education, as was a pamphlet entitled *Opportunities for History Teachers: the Lessons of the Great War in the Classroom*. The *History Teacher's Magazine* (later the *Historical Outlook*), which made itself in a way the educational organ of the board, carried in each issue suggestions, information, and articles compiled or prepared by the board. A book of readings on the war was edited and published for school use, as was also a short history of the war for the upper elementary school grades. A prize essay contest on the subject "Why the United States is at War" was opened to the school teachers of fifteen states. Finally, upon the request of the National Education Association, the board appointed a committee to make a new study of the program of historical instruction in the schools. This became a joint committee of the board and of the American Historical Association, and did most of its work after the close of the war.

A fifth category of activities had to do with service to the government. The assistance rendered to the Committee on Public Information has been noted, as have also the board's services to the Department of State and to the Bureau of Education. The most important undertaking of the board was an Enemy-Press Intelligence Service. Through the information services of the allied governments, over thirty German and Austrian daily papers and fifty periodicals were received; these were read and abstracted, and summaries were furnished to the Department of State, the Military Intelligence section of the General Staff, the Food Administration, the Federal Reserve Board, and other governmental agencies. Perhaps the most striking circumstance of this important service was that it was performed by a private agency, rather than by a branch of the government.

A sixth and final category of activities had to do with the collection and preservation of war records. A year ago I referred to this aspect of the board's work and cited the letter of May 10, 1917, addressed by a subcommittee to a great number of state historical agencies. I shall have more to say of activities of collection later in this review,

for the principal function of the board was to stimulate them, not to carry them on itself.

In this brief manner I have tried to give you some idea of the way in which a national voluntary organization of historians and archivists set about organizing and making available to the nation the services of their profession. The record is one of which there is no reason to be ashamed. Much that might have been done was left undone, and many opportunities that would now seem obvious were not realized. But the professional record of the board is clear, and the highest ideals of conscientious scholarship were maintained throughout an honest effort to be of service to the country. A few years after the war, in the cynical reaction that followed and that has had such disastrous results, a bright member of the intelligentsia produced an article that bore the engaging title of "The Historians Cut Loose." In this article he treated the labors of the National Board for Historical Service with a cynicism that was characteristic of his time and group. His performance amused but also saddened those whom he held up to ridicule, but I do not recall that any of them thought it worthy of a reply. They seem now, however, in 1941, to be in the advantageous position of those who laugh last.

The National Board for Historical Service, although the most central, was but one of a vast number of organizations devoted to similar activities, of which only a few can be noted in this rapid survey. The General War-Time Commission of the Churches, established by the Federal Council of the Churches of Christ in America, compiled a directory and handbook, *War-Time Agencies of the Churches*, which contains a record of the work of thirty-nine organizations, whose work, however, was not primarily historical. The National Catholic War Council set up a Committee on Historical Records, which organized a central depot of Catholic archives relating to war service of all sorts and entered upon the task of preparing a comprehensive history of American Catholic activities during the World War. A joint committee of various Jewish organizations established an Office of War Records.

Many of the universities also organized special committees or units or groups for educational activities, in which historical work had a major part. These co-operated with the National Board for Historical Service and, in their respective localities, gave effect to its suggestions. Their members wrote articles, prepared materials for the use of teachers, made historical compilations, gave public

lectures and, within their own institutions, offered special courses. Many of their members also produced books which had their part in the education and formation of public opinion. At the risk of giving a bibliographical tone to these observations, I should like to recall to your memory the titles of a few of these publications. Professors Norman Foerster and W. W. Pierson, of the University of North Carolina, compiled an anthology, *American Ideals*, while their colleagues, Professors Edwin Greenlaw and J. H. Hanford, prepared another anthology, under the title *The Great Tradition*, of notable expressions of national ideals by English-speaking peoples from early times to the present. Professor Theodore Collier, of Brown University, published a series of studies of the issues of the war, bearing the title *A New World in the Making*, intended especially for use by the soldiers of the expeditionary forces in France. Professor Andrew C. McLaughlin, returning from his lecture tour of the British Isles, published *Britain and America*; and Professor Charles Downer Hazen, of Columbia University, brought out a widely read book, *Alsace-Lorraine under German Rule*. A book published on the eve of the outbreak of the World War, by Professor Roland G. Usher of Washington University, on *Pan-Germanism*, while not properly belonging in this account of war activities, was probably one of the most widely circulated historical books of the period, and undoubtedly exercised a considerable influence.

The most wide-spread historical activity of the World War was one in which the archivists took the lead, and to which I have already referred—the collection of materials on the basis of which the history of the period in all its aspects might be written. Certainly never before in the United States had there been so general an effort of this sort, on so comprehensive a scale. I have spoken of the circular letter of the National Board for Historical Service, addressed to state historical commissions, historical societies, librarians, and others, urging upon them to undertake at once “the systematic and inclusive collection and preservation of all kinds of materials serving to record and illustrate present events.”

The result of this circular was to emphasize the importance of activities that had already been entered upon by a considerable number of organizations, and to bring about the creation of new organizations devoted entirely to such work. The Connecticut State Library, for example, was among the pioneers in the collection of war

records. In some cases, collections of records were made for the definite purpose of using them in the compilation of a history of the war activities of a state or of a community. More often, the program of the collecting agency did not go beyond the gathering of material.

Purposes and methods of collection were discussed in the Archives Conference of the annual meeting of the American Historical Association in 1917. In September, 1919, Dr. James Sullivan, state historian of New York, invited the various state organizations engaged in the gathering of materials for the history of the war to meet in Washington for the purpose of discussing the most effective ways of carrying on their work, and especially to consider how the vast stores of war records of the federal government might be exploited co-operatively. The result of the conference called by Dr. Sullivan was the formation of the National Association of State War History Organizations, which, the following December, met with the American Historical Association in a joint session with its Conference of Historical Societies. The National Association of State War History Organizations had a brief existence and faded out of the picture in two or three years, as the collecting zeal of the states, or the zeal of the state legislatures for the financing of the collection of records and the writing of histories, diminished. Thus the return to "normalcy" took its toll among archivists and historians and of their hopes and plans. But the association exerted an important influence during its lifetime, especially through its encouragement of co-operation and collaboration among its constituents. An example of this was the survey of materials in the archives of the federal government that were of interest to the various state organizations. The association may be regarded also as the prototype of the American Association for State and Local History, whose members we welcome among us at this meeting, and whose first annual sessions are to follow immediately upon our own.

In some states the organization for the collection of war records was elaborate and extensive, extending into the counties and municipalities. In several it was a branch of the state council of defense; in others it was the permanent historical agency of the state.

One of the most active of the state organizations was the Pennsylvania War History Commission, whose work was directed by Professor Albert E. McKinley of the University of Pennsylvania, which arranged its collections in twenty-four classes which I ask your

permission to enumerate as an example of the broad interpretation that most of these organizations gave to the term "war history." The twenty-four classes were as follows:

1. Pre-war conditions
2. Preparations for participation
3. United States in war times
4. United States administration in Pennsylvania
5. Pennsylvania State Government in war times
6. County and local governments in war times
7. Military and naval participation
8. Industries during the war
9. Agriculture and food production
10. Financing the war
11. Transportation and communication in war times
12. Commercial readjustments
13. Social welfare and relief organizations
14. Education as affected by the war
15. Work of religious bodies during the war
16. Labor and the crisis
17. War work of the professions
18. Public health under the conditions of war
19. Women in the war
20. Public sentiment before, during, and after the war
21. Americanization
22. Honor rolls, memorials, and parades
23. Negroes in the war
24. Reconstruction problems⁹

This list of classes, which served as a guide for collecting and filing, will illustrate a conception of history that had been gaining adherents for more than a generation.

In the Conference of State War History Organizations of December, 1919, Arthur Kyle Davis, of the Virginia War History Commission, described the situation with his accustomed eloquence. "There is," he declared, "a new world of history, in which we have no guide, no blazed trail, no chart, and no compass. It is a new world of history because it is the history of a world in a new kind of war—a war of embittered nations with every nerve and fibre of the national life, even every filament of civilian life, alive and tingling with the vital currents of war activity."¹⁰

These words reveal, I think, what was in the minds of many historians and archivists as they lived through the period of the war,

⁹ Am. Hist. Assoc., *An. Rept.*, 1919, I, 129.

¹⁰ *Ibid.*, 131.

and as they adjusted themselves to new conditions and worked out new philosophies. They felt that they were pioneers, venturing into a new country of unknown but vast resources, that would demand of them unaccustomed tasks, greater than any they had yet attempted.

I do not propose to present even a summary of the historical and archival activities of the various agencies of the federal government. The creation of an historical branch within the General Staff early in 1918 assured a general oversight, at least, of the historical activities of all the divisions of the military establishment. Similarly, the creation of an historical section in the Navy Department, and of an historical division in the Marine Corps, provided for a corresponding direction of historical work in those services. In the Department of State, Gaillard Hunt was appointed a special officer and assigned to the task of preparing a work to be called "The History of the World War as Shown by the Records of the Department of State." In some of the emergency establishments, such as the Food Administration, and also in the Shipping Board, historians, under one designation or another, were appointed to gather material for the history of the operations of those agencies.

The most spectacular services of historians were performed, however, for the Committee on Public Information and for the so-called "Inquiry," which carried on the fundamental research required by the United States delegation to the peace conference. I have already referred to the co-operation of the National Board for Historical Service with the Committee on Public Information. Guy Stanton Ford was placed in charge of the preparation of the various series of pamphlets and booklets that were published and distributed in enormous quantities and that constituted one of the most important sections of the government's propaganda. This work was chiefly historical in character, as is evidenced by the titles of the pamphlets: *How the War came to America*; *The Great War, from Spectator to Participant*; *American and Allied Ideals*; *German Treatment of Conquered Territory*; *The German Government of Germany*, etc.

The authors of the booklets were instructed to produce nothing that they would be ashamed of twenty years later, and I think that their work has successfully met that test. The list of historians whose collaboration as authors, compilers, or contributors of one sort or another Ford was able to secure is a long one, and we may well have a feeling of pride in reviewing it, for there we find such names as James T. Shotwell, Evarts B. Greene, Archibald C. Coolidge,

Charles Hull, Dana C. Munro, Frederick J. Turner, Frederic L. Paxson, William E. Lingelbach, Carl Russell Fish, Robert D. W. Connor, William E. Dodd, Samuel B. Harding, Carl Becker, W. M. West, George C. Sellery, James W. Garner, A. C. Krey, Wallace Notestein, J. Franklin Jameson. I submit that this is a goodly company, that would be considered a strong department of history in any university.

The Inquiry was more or less shrouded in mystery during its early days, in the autumn of 1917. It was organized by President Mezes of the College of the City of New York for Colonel House, at the behest of President Wilson. It had a rather vague connection with the Department of State, and experienced the difficulties that grow out of trying to serve two masters. Isaiah Bowman became its executive officer, and after a brief secretive existence in the New York Public Library, the Inquiry moved to the building of the American Geographical Society at 159th Street, far from the madding crowd. For a brief and interesting account of the inception, progress, and results of this undertaking, I commend to you the first chapter of Professor Shotwell's book, *At the Paris Peace Conference*. The purpose of the Inquiry was, of course, to lay the foundations for participation of the United States in the eventual peace conference.

The organization of most of the work was on a territorial basis: thus Charles H. Haskins dealt with the eastern frontier problems of France, particularly those of Alsace-Lorraine; Robert H. Lord dealt with Polish problems; Charles Seymour, with those of Austria-Hungary; Clive Day, with those of the Balkans; Archibald C. Coolidge, with matters relating to Eastern Europe; Dana C. Munro and W. L. Westermann studied the problems of Turkey and the Near East; William E. Lunt, the Italian boundary claims; Stanley K. Hornbeck dealt with Japanese-Chinese relations; Frank M. Anderson and Shotwell had diplomatic history as their province; Allyn Young specialized on labor problems; and Douglas Johnson, a geologist, on those of the Atlantic; James Brown Scott and David Hunter Miller were the experts of the Inquiry on international law; and George L. Beer worked on the difficult problems of colonies.

Probably no group of American scholars, not even our specialists on tariffs, social security, taxation, and administration, ever exercised so far-reaching an influence upon the destinies of the nation and of the world. Their studies determined many of the most important

decisions of the peace conference. It must also be remembered that equally important decisions were not in accord with the findings or recommendations of the Inquiry. The disaster that has descended upon the world since the Treaty of Versailles is due to causes for the most part external to that treaty, and one of the chief of these causes was the refusal of the United States, after having invested its blood and treasure in the war, to invest its political resources in the peace.

The picture that I have sketched for you is far from complete. I find that I have not even mentioned such a notable enterprise as the creation of the Hoover War Library, for which the historians Frank Golder and E. D. Adams labored so successfully in all the countries of Europe; nor have I described the monumental *Economic and Social History of the World War*, in which Shotwell, with the support of the Carnegie Endowment, endeavored to capture and record, while recollections were fresh and sources of information still intact, the facts that would measure what he described as the social displacement of war. All future historians will realize in increasing measure their incalculable debt to this Herculean labor.

But, in spite of its incompleteness, I hope that I have been able to communicate some notion of the process, to convey some idea of how historians and archivists conceived of their appropriate functions and how they set about to perform them. For many, this performance carried them far beyond any expectations they might have had when they first asked themselves how, amid the clash of arms and the roar of industry, their own skills, developed in the library and in the archives, might serve the public need. Probably they did not foresee that the results of their researches would help to mould the opinion of the nation, or to decide the boundaries of Europe, or to determine the fortunes of millions of human beings.

It would be interesting to inquire into the effect of those experiences of the war years upon our professional outlook and objectives. This is a fruitful subject of speculation and I commend it to the attention of my successor. I cannot, however, refrain from offering a few speculations of my own, and if, perchance, they should for the first time in the history of American learned societies provoke a discussion of a presidential address, so much the better.

First of all, it is clear that our situation as regards materials for investigation and their accessibility is far better than ever before. We have, for example, the National Archives, and although we had

labored in season and out of season for many years before the first World War to achieve that goal, I am convinced that the doubling of the volume of papers that took place between 1914 and 1920 provided the final demonstration that the increasing disorder and confusion of the public records could no longer be tolerated. Another way in which we are better off is in our possession of more perfect means of utilizing large masses of material: analysis by means of mechanical selection makes possible statistical operations that could hardly have been imagined before the invention of the Hollerith machine; cheap and almost instantaneous reproduction by microphotography has revolutionized our methods of note taking and enormously increased our ability to handle rapidly great numbers of documents.

Methods of rapid cataloguing have been perfected, and we have discovered, thanks to the Historical Records Survey, that satisfactory inventories can be produced in series by large numbers of intelligent but untrained workers, under expert supervision. As a result of these advances we know, today, infinitely more about our sources of information, and have far better control of them than ever before.

Of course I do not claim that all these advances are due to our experience in the World War, but it seems clear that they follow logically in the directions indicated by those experiences.

More important, however, than improvements of a material nature are the changes that have happened to ourselves. Post-war scholarship has made more progress than perhaps we realize, and this is due in no small measure to influences set in motion or intensified by the war. Our outlook upon the world has changed; our scholars have grown beyond parochialism as they have grown beyond pedantry. The Inquiry found it difficult to discover, among American historians, experts in some of the fields that turned out to be of greatest importance. Today we are doing excellent work in all fields of historical investigation. We are even learning the difficult languages, such as Chinese, Japanese, Turkish, Polish, Russian, Hungarian, Finnish, or Arabic, to say nothing of the easy languages, such as Spanish and Portuguese, which we must control if we are to do original or significant work in fields in which those languages prevail. We have a rapidly growing body of young scholars in Oriental studies, and we have made promising beginnings in Slavic and Near Eastern studies, while the wave of interest in Latin-American subjects is with difficulty restrained by obstacles of language and of

higher standards. And so, now that a new "Inquiry" has been inaugurated, under the stream-lined title of "Co-ordination of Information"—directed, of course, by historians, James Baxter, William Langer, *et alii*, it is not impossible to find specialists to deal with nearly every problem that arises. I understand that, for the moment, the problems are less plentiful than the experts.

These developments imply, and indeed demonstrate, as I have already suggested, a changed outlook. Our horizon is no longer bounded by the two oceans and the Panama Canal. We look out upon a world that at last we realize is spherical, and while this enlargement of vision had its beginnings long before the World War, the broadening process was tremendously accelerated by our experiences of those years.

We have also, I think, undergone a marked change in our attitude toward our own work and its objectives. We realize, as the letter of the national board, already quoted, pointed out, that "out of history there are issues of life today," and those issues now thrust themselves upon us as matters of supreme importance—of vital consequence to ourselves and to the generations that shall come after us. The conviction that our work is necessary—that it is indispensable to the education of public opinion—that it must influence momentous decisions that are endlessly to be made—and that through it we have a real, even a great, part in the shaping of destiny—this conviction is at once our inspiration and our support.

WALDO G. LELAND

American Council of Learned Societies

ESTABLISHING PRIORITIES FOR STATE RECORDS: ILLINOIS EXPERIENCE

ILLINOIS officials have as yet made no plans for evacuation of state records in case of a possible wartime emergency. However, priority ratings for the state's archives have been established in connection with the program for making most effective use of the new Illinois State Archives Building which is under the jurisdiction of the Archives Department of the Illinois State Library. Although located in Capitol Park near the center of Springfield, the archives building is well isolated from other buildings. The steel skyscraper construction of its vaults, which rest upon their own caissons, is the type which has proved most effective against European bombings.

The Illinois State Archives Building was designed to provide scientific care for the following categories of records:

a) Those records of such great legal value that they should never be allowed to be removed from the building—such as the constitution, deeds and abstracts for state property, enrolled laws, etc.

b) Noncurrent records of permanent legal and historical value, no longer needed in ordinary current state business.

c) The most important permanent legal records which need the physical and moral protection of the building, but which because of semicurrent use must occasionally be withdrawn for departmental use.

Classes (*a*) and (*b*) are kept in the archives vaults which are under the exclusive jurisdiction of the archives department. Class (*c*) records are housed in a separate series of departmental vaults in the archives building, the records in these vaults remaining under the exclusive jurisdiction of the state departments to which they belong, except that no records may be transferred to the departmental vaults until the department has submitted inventories of records proposed for transfer and has received written authorization for same from the archives department.

General regulations relating to transfer of records to the archives building are as follows:

What Records Will Be Accepted.

The Archives Department for housing in its own or in the Departmental vaults will accept only official records.

Records must be of permanent value. No record subject by law to periodic destruction, no duplicate records, no duplicate stock of printed

reports or other departmental publications, and no stationery supplies can be admitted. . . . The decision of the State Librarian or Assistant Librarian as to the suitability of records proffered for transfer is final.

Priority Ratings for Archives

In general it may be said concerning Illinois archives, "If a record is in the archives building, it is important." The converse, that records not in the archives building are unimportant, most emphatically, is not true. Many records of extreme value—to cite as one example, corporation charters still in the capitol vault of the Corporation Department—are needed for such immediate departmental reference that they cannot be transferred. Other records of great legal importance are retained in the offices of the respective departments for one reason or another, properly or not. In the following discussion of priorities no distinction is made between records which the archivist merely thinks ought to be transferred, and those which have already been taken to the archives building. In a time of emergency such distinctions would be forgotten.

Certain records should obviously receive priority ratings; many records are duplicates of originals kept by other departments, or are records of little legal value, kept chiefly for administrative convenience. Great masses of records, usually of recent date, are on the borderline of importance as permanent records. Examples of each type and general principles followed in assigning ratings are discussed below. The reader should remember, however, that these are Illinois records, studied from the point of view of Illinois legal requirements, which may be quite different from those of other states. Also, in Illinois, many important records which may seem to have been forgotten here, are kept by the counties, and over such records the state has no control.

Records of Primary Importance¹

I. Records which establish rights of citizenship or of property owned either by the state or by individuals, including authorizations to do business.

A. Vital statistics. The records of births, still-births, and deaths kept by the State Department of Public Health are the chief state records which affect citizenship rights. Other state records may of

¹ No attempt is here made to list these in the order of their importance.

course be so used incidentally in individual cases, as for example, a certificate in an old application for a pardon which was accepted as a proof of age for old age assistance. Such individual records cannot of course be considered in making priority ratings.

B. Land records. In the case of Illinois these comprise:

1. Records of the old federal land registrations in Illinois, and include surveys, record of sales, etc. These are duplicates in part only of the records in the Federal Land Office in Washington, and certified copies of these Illinois records are by law recognized judicially.

2. Records of lands once owned by the state and later sold or donated to individuals, and include patents to the state and records of patents issued by the state.

3. Deeds and abstracts for real estate now owned by the state. Contract records of the state, also specifications are in this category.

C. Charters of domestic corporations and authorizations for out of state corporations to do business in Illinois. Also, copies of by-laws, amendments and other records subsequent to incorporation or authorization which affect the legal status of the various companies operating in Illinois.

D. Registers of license to practice professions, issued by the state. In case of evacuation of records, probably only the actual registration lists would be removed. However, of almost as much importance are the supplemental files of applications, with credentials, examination and other records proving eligibility for licenses, also minutes of the various examining boards. Files on complaints investigated are not authorized for transfer to permanent archives except when the licenses are revoked. Court and other proceedings justifying the revocation are properly regarded as archives.

E. State civil service records are in the same category. For licenses issued by the state for such subjects as automobile registration, liquor sales, hunting, etc., the register of licenses issued is sufficient for archival purposes, and applications and other records can generally be destroyed after a period of years.

Authorizations issued after hearings, as in the case of regulation by the Illinois Commerce Commission, are quite different, and of course full records are kept. These are considered under the heading of court records.

II. Records involving safeguards to life. The most important record that comes to mind in this connection is the mine maps,

required to be kept up to date, which are filed with the Department of Mines and Minerals for use in mine rescue work.

Routine reports of factory, fire, food, lodging house and other state inspection services are not regarded as archival documents, especially since the information of permanent value contained in these reports is usually tabulated in statistical form.

Investigations by special committees or commissions, particularly those ordered by the governor and the General Assembly, are of great historical importance and should be preserved.

III. Records specifically required by law to be made or to receive judicial notice, especially if the forms to be used are described. This includes proceedings and minutes of official bodies, registers of official acts and sworn reports required to be filed with an official. For example, the auditor of public accounts is required to "keep a fair record of all warrants by him drawn, numbering the same, in a book to be kept for that purpose."² The secretary of state is required "To keep a fair register of all the official acts of the Governor. . . . To keep a register of all . . . commissions [required by law to be issued by the governor], specifying the person to whom granted, the office conferred, the date of signing the commission, and when bond is taken, the date and amount thereof and the names of the sureties."³ "The Adjutant General shall . . . keep a record of all orders and regulations of the Commander-in-Chief and all matters pertaining to the unorganized militia, the National Guard and the Naval Reserve. He shall keep a record of all appointments, elections and commissions of officers, and appointments of non-commissioned officers. He shall . . . record all enlistments and discharges, and keep the necessary military history of each member of the State forces."⁴

Such registers of official acts create no problem for the archivist. They should of course receive high priority ratings. When it comes to the rating for reports required to be filed with the various state officials, the archivist runs into the problem of bulk. These records are required by Illinois law to be preserved permanently unless specific legislation permits their destruction after a period of years. A detailed study of Illinois statutes reveals only twenty-three categories of records authorized to be destroyed, and not all of these are state records. Most of these reports are required to be certified

² Smith-Hurd, *Revised Statutes*, 1939, Chap. 15, Sec. 9.

³ *Ibid.*, Chap. 124, Sec. 5.

⁴ *Ibid.*, Chap. 129, Secs. 41-42.

by the parties filing the same. (Reports not required to be certified can generally be classified as nonpermanent records.) The records are required as an aid in enforcing the laws regulating the matters involved in the reports. Back reports are required for purposes of comparison. Theoretically, such reports should be premiated as current records. But when the archivist is confronted with the monthly reports required to be filed by practically every business house of Illinois in the administration of the retailers' occupation tax, he must refuse priority ratings lest such bulky records crowd out all other records.

In some cases the departments can tabulate the information contained in the reports and ask permission to destroy the originals after a period of years. This is dangerous since the courts cannot recognize these tabulations as primary evidence. In other cases microphotography or a combination of microphotography and tabulations is the answer. In the case of some of the newer departments, and these are the ones which tend towards the greatest bulk in records, experience has been too short to permit a decision as to whether it will be necessary to keep all these reports indefinitely. In Illinois, the archivist is reluctant to authorize the transfer to departmental vaults of reports filed with departments which have not had about twenty years' experience in the use of the particular files in question.

Reports under seal of office required to be filed by one government official with another are considered permanent records and given an "A" rating.

IV. Court records. Docket books and records of decrees are of course given highest rating, but case records containing records of pleadings and evidence are considered permanent records suitable for transfer as archives. Included are records not only of the Supreme Court, but also of such fact determining bodies as the Illinois Commerce Commission, the Industrial Commission (workmen's compensation), State Claim Commission, and State Tax Commission.

V. Minutes of various state boards and other officials. These minutes are important as showing the history of the department and decisions as to policies. Included in this category are rules and regulations promulgated by the departments, and office manuals.

VI. Current bonds of government officials. Records of privately owned securities deposited with state departments (as in the case of state banks, insurance companies). These records are never in

the custody of the archivist in normal times. In case of emergency they would probably be intrusted to him for safe-keeping.

VII. Historical documents and other records important to public morale. Present and former constitutions, territorial and early state records (especially legislative records), and enrolled laws, are closely tied up not only with the administration of state government, but also with public morale, and are given high priority ratings. Confronted with an actual or sudden emergency the archivist might hesitate about some of these records, which are generally in print, and he might wonder if other essential records might not deserve prior evacuation. Given sufficient warning, however, he would probably evacuate such records ahead of the actual emergency, since the printed copies could be used for administrative purposes. It has been proposed to make certified film copies of the Illinois enrolled laws. The printed session laws are certified and can be used in court in all cases except where errors in proofreading can be claimed. The original enrolled laws will not of course be destroyed, but in case of hasty evacuation the film copies might be taken instead of the originals, thus releasing transportation and storage space for other important records.

VIII. Noncurrent records in general. Prior to the common use of the typewriter (about 1890 in the Illinois capitol), the making of records was a tedious hand process, not undertaken lightly. It is safe to assume that any record more than fifty years old is probably worth keeping from an historical, if not from an administrative point of view.

Records of Secondary Importance

In case of emergency, every effort would be made to save first the records discussed above. This still leaves the problem of the excessively bulky records of present day government, all of which the officials say are necessary for proper administration. This is a problem for which Illinois has not as yet found a solution. A description of the problem would take too much space here. However, it has had to be dealt with, albeit with grave misgivings, in selecting records for transfer to the departmental vaults. Some of the rule of thumb tests which have been applied in Illinois may be suggestive:

I. In general, departments are advised to retain in their office vaults records less than three years old. For the archives proper no records less than three years old, nor records covering the years

of the current administration, are accepted. Records less than ten years old are accepted only when they have become noncurrent in the sense that no further official action will be involved in their use, other than the mere issuance of certified copies. Outside of those limitations the department heads decide when records become noncurrent and suitable for transfer to the archives department.

II. When it is necessary to choose between parallel sets of records proposed for transfer, these two questions are asked:

A. If you were required to produce one of these records in court, which would you take? This question, correctly answered, solves ninety per cent of priority questions, since generally but one record on a given subject is acceptable as evidence.

B. Suppose your entire personnel were annihilated, which records would be the minimum essentials for an outsider to have to carry on the business from where you left off?

A strict policy as to the quantity of records accepted has several times led to a redesigning and condensation of report forms. In one case four forms, each covering the same information as the other three plus one or two additional items, was reduced to one form, saving one fourth of the bulk of records to be stored. The archivist should be alert for opportunities to reduce the bulk of records at their source.

III. Historical versus legal records. Sometimes officials in discussing transfers, remark that one set of records is the official legal file, but they wonder whether certain other records which they make, or could make, might not be more interesting historically. To this the archivist can only reply that the official is an administrator, not an historian, and that consciously created history is too close to the border line of propaganda to be trustworthy historical evidence. Legal rather than historical documents are the province of the state official. Mr. Jenkinson's *Manual* lays down basic principles on this subject which are commended to other archivists as sound in American as well as in British practice.

IV. Printed documents, especially reports, are on the borderline between archival and nonarchival material. This relationship was discussed fully by the Illinois archivist in her article on "Archives and Libraries" which first appeared in *Illinois Libraries* and later was reprinted in the *Illinois Blue Book* for 1939-1940 (see pp. 438-440 of the latter). In Illinois, printed state documents are not accepted for the archives, except where they bear an official file mark

or are special reports submitted in printed form. The Illinois Documents Department of the Illinois State Library (housed in the archives building, but not a division of the Archives Department) keeps an archival file of every state publication. One copy is filed in original binding, for preservation only, and is not produced for patrons if other copies are available. Printed reports are not archival, as a rule, in that they have no evidential value in court since they are a compilation from legal records, not the records themselves. Because they offer condensed information about the department, every archivist should see to it that his state library keeps a complete file of state documents, both printed and mimeographed, if he does not do it himself.

V. Correspondence files are among the most bulky records offered for transfer to archives. It is easy and superficially efficient to drop carbon copies into each of several files, but these increase the bulk to extremes. In Illinois correspondence files are not accepted unless they have been well weeded—duplicate copies of the same circular letters, form letters, requests for copies of departmental publications, applications for jobs and other ephemeral matter must be withdrawn from the file. Letters which set the policy of the department, and correspondence between officials involving interdepartmental relations are extremely valuable and it is preferable to accept the chaff, if necessary, to risking the loss of these by refusing all transfer. One state department was able to reduce the bulk of its correspondence files by two thirds through judicious weeding. The difficulty with a weeding process is that only the executive is capable of judging what should be kept, and executives have neither the time nor the inclination for such work. Preventing the original accumulation of trash-filled correspondence files is the only solution to this problem. Some of the Illinois departments keep three sets of correspondence files: (1) a file for temporary correspondence, to be discarded automatically after a suitable period; (2) a "director's file" for the most important correspondence; and (3) a "personal file" containing, among other correspondence, copies of those official letters which the department head might wish to take with him on his retirement.

VI. The Illinois Archives Department arbitrarily refuses to accept financial records kept by any departments other than those kept by the auditor of public accounts and state treasurer, except fee books. While this rules out many records which are essential to efficient administration of the various offices, when analyzed it will be found

that these records are made for office convenience only, and have no legal status before the courts. They are apt to be very bulky, and they are seldom referred to in office business after five or ten years.

VII. Loose leaf and card files offer grave administrative problems to the archivist, in that insertions and subtractions can be made so easily, and are so difficult to detect, that certification of them as records is risky. The archivist, however, in deciding upon their value as archives, should be governed by their legal status rather than by their form. Because of their bulk and weight, he would recommend that important files which should be evacuated in times of emergency, should be reproduced on film.

One form of card file which has caused some questioning as to its archival status is the tabulating card. Many departments, the Illinois Departments of Public Welfare and of Public Health, for instance, use their case records for statistical purposes chiefly, and reduce the contents onto tabulating cards. Is it necessary to keep the bulky originals when every item has been condensed onto these cards? In case of evacuation, the tabulating cards would probably be the records preserved, but from a strictly legal standpoint they do not have the validity of the certified originals. But of how much value are those originals as permanent legal records? The answer given, admittedly unsatisfactory, is that time alone can tell, and that the records must be preserved until the answer can be given, even though they may not be transferred to the archives for the present.

VIII. Temporary records are excluded from the archives building, but they would have to be considered in case of emergency evacuation. Just as a merchant might not particularly care whether his ten-year-old closed accounts records were saved in case of a fire, but would be ruined if his current accounts records were lost, so the state official also has records of pending business which would have to be preserved in an emergency. With such records the archivist is concerned only so far as he might be expected to co-operate with the department in such circumstances.

It would obviously be impossible to mention and evaluate every type of record kept by the state. Some of the most important Illinois records have been omitted from this summary. Enough of the basic considerations have been mentioned, perhaps, to help other archivists to make similar studies for their own states. By and large, the various state departments can be expected to know which of their current files should get priority treatment. Only the archivist and the department

head, in close collaboration, can determine which of the older and less frequently consulted records are the most valuable. Such a study as has been made in Illinois takes time, but it is immensely worthwhile. If worse comes to worst, the archivist will not be groping in panicky darkness. If, as all fervently hope, the national emergency recedes, the archivist's knowledge of his state's government organization and his educational contacts with other state officials will make him immeasurably more valuable as a public servant, and he will be in a much more favorable position for securing better care for his state's archives.

MARGARET CROSS NORTON

Illinois State Library -

THE RECORDS OF A STATISTICAL SURVEY

THE primary purposes of a statistical survey are to assemble quantitative facts and to analyze and present these facts in a usable form. A survey may be organized chiefly for the collection and presentation of such data, as in the case of an official census, or the information may be collected in the course of performing some other function with the collection of statistical information entering as a by-product. In the process of collecting taxes, for example, statistics are collected to assist in determining the amount of taxes to be paid. As may be expected, the combination of several purposes in one undertaking will introduce important complications in discussing that undertaking. To avoid such complication, we shall assume that the subject of this paper is a survey for the sole purpose of collecting facts and is uncomplicated by any legal or administrative purposes.

In a statistical survey a set of definitions which determine what data are to be gathered is applied to the units which are being studied through the medium of a form of some kind. This form may be a questionnaire actually filled out by a respondent in a mail canvass, a census population schedule where the information is entered by an enumerator who asks the questions of the respondent, or merely a transcript on which information about the unit is transferred from some other source so that the data can be used in a different manner than the original arrangement would permit. Information so assembled is tabulated and analyzed to furnish facts about some problem or set of problems which require study.

In this paper the records created by such a survey will be discussed briefly and an attempt made to point out some factors which enter into a determination of their value from the viewpoint of the statistician. From the viewpoint of the historian the results would be the most important aspects of the survey. The economist and the sociologist would also attach importance to the definitions used and the units studied, in order to know how far the results can be generalized into laws and principles. The statistician is interested in all these aspects and, in addition, in the actual technique in conducting the survey so that future surveys of a similar nature can be conducted more efficiently.

Since the final results and interpretations of these results are usually included in books, monographs, or journal articles, they are subject to preservation in our libraries. This paper will therefore assume that the preservation of the published results has already been dealt with and will discuss only aspects of survey records prior to the final publication.

The records under discussion may be divided into three groups, according to the type of function which causes them to be created. These functions which form the basis of the division of the material are (1) planning, (2) actual collection of the data, and (3) processing preliminary to publication. Because of their importance, the records containing the primary data of this survey will be discussed separately.

I. Records Created in Planning

Every survey has its genesis in a problem, or set of problems, which require study. The records of the planning aspects of the survey should show why the survey was undertaken, the source and extent of the enabling means which made the survey possible, and the analysis of the problem which led to the definitions used and the manner of applying these definitions to the respondents.

In the early stages, the records will be those of outline and discussion. Books, magazine, and newspaper articles, memoranda and letters will be written about the problem, thereby emphasizing the need for information. This need will find tangible expression by the securing of enabling means for conducting the survey. For example, discussions of the statement that the housing facilities of a large segment of the American people were inadequate led, in part, to federal legislation for taking a national census of housing in 1940.

Since the books, magazines, and newspapers which open the public discussion of the problem are of a general historical nature, we need not include them as records of the survey. For our purposes the records of the survey may begin with the outlines or legislative materials prepared to secure approval of the undertaking. A summary of the problem and the outline of the plan of action as conceived before the project is undertaken should be included. In the case of the census of housing, for example, this part of the material would include the legislation, along with the congressional hearings and other reports which helped formulate this legislation and effect its passage.

When the project is accepted a number of important decisions must

be made. The various aspects of the problem must be discussed and those elements of the problem which are measureable, either directly or indirectly, must be segregated. Definitions of the material to be studied will be fixed and the appropriate sources of information chosen. A method will be determined as to how the definitions are to be applied to the sources of information and the entire framework will be crystallized in a questionnaire or transcription sheet of some type.

The significant reports, conference minutes, and memoranda which indicate the decisions made in the formulation of the questionnaire and the outlining of the procedure to be followed complete the important records of this phase of the survey.

II. *Records Created During Collection of the Data*

The records created during collection of the data may be divided into three groups: The first group should show clearly exactly what was done during the taking of the survey; the second group should contain the information collected and will be discussed in a separate section of this paper; the third group should include the operating records which will reveal the administrative details of the survey. The operating records are those created in the establishing and functioning of the organization and include the records of personnel, rate of work, finance, equipment and supplies, and other material pertaining directly to the operations of the organization.

The importance of the records which show the exact procedures followed arises out of the fact that the plans made at the inception of the survey are not always carried out to the letter. Modifications made in the field are doubly important for they may alter the results obtained and the interpretations of these results, and they may also indicate problems which should be considered in planning later surveys. This group of records should include all instructions to respondents, enumerators, transcribers, supervisors, and other personnel, memoranda, or letters modifying these instructions, public relations material, copies of all forms used in the survey, and reports made by the personnel, other than the regular operating reports. A copy of every form, even down to a specially printed envelope, should be included so that, after other records are destroyed, the needs and procedures of this survey can be reconstructed.

The importance of retaining the detailed operating records must be carefully considered, for one can never be sure what type of in-

formation will be needed in planning other studies in the future. Every survey, especially when there is an innovation in technique or coverage, should be considered an experiment contributing information for the planning and conduct of future surveys of a related nature.

The records relating to personnel, including data on rate of work, to equipment, and to costs should not be destroyed until thoroughly summarized. The additional cost of preparing such summaries will usually be repaid by savings resulting from the increased knowledge of the operations. Frequently, administrative summaries prepared in the course of conducting the inquiry are sufficiently adequate for preservation, permitting the detailed reports to be destroyed. In a survey of a repetitive nature, however, it seems advisable not only to summarize these records, but even to retain them until the plans for the next survey are completed. The greater detail makes possible research in techniques which may lead to additional savings.

III. *Records Created During Processing*

When data have been collected, the desired information cannot be derived immediately. Errors exist which can be ascertained and corrected. The results may be seriously affected unless this is done. The answers to certain questions may have been made in verbal terms, which do not lend themselves to immediate or obvious groupings. Such answers must also be analyzed to check the uniformity of the response. Some information may have been collected in great detail, but for tabulation purposes it may be desired to group the information into a relatively small number of classes.

Examination of the forms for completeness, for consistency, and for reasonableness is called editing. The combination of information into certain groups, each with a common characteristic, is known as classification. The translation of certain information into symbols, usually numbers, is called coding. Tabulation is the process of summarizing the data into convenient form for use. For convenience, all these operations are included in the term "processing."

At this stage of the survey we again have three groups of records. As above, the first group includes all the instructions, memoranda and similar documents which show exactly what was done. The second group will be comprised of all the tabulation sheets, summary sheets, and other work sheets which contain the information from which the final results were derived. The operating records which

show the rate at which the work progressed, with what equipment, and at what cost, will form the third group.

Another set of records which may be called "intermediate records" may be included if a punched card technique or some similar technique is employed for tabulation. The existence of such a set of records will enter into the consideration of the disposition of the original questionnaires.

As in the case of the records created during the collection of the data, it is extremely important to know exactly what went on and under what conditions. As before, the records which show the procedures should be retained and the operating records at least summarized if retention is not practical.

If all the details of the tabulations are published, so that no information in addition to that published can be derived from the work sheets, it is not necessary to retain that group of material. If, however, there is more detailed information on the work sheets than published, these data should be retained until any purpose which this additional detail may serve is satisfied. The permanent retention of such records, of course, will depend upon the value of the unpublished information on these sheets.

It may be pointed out that if any summary statistics are published, such as averages, estimates of errors, or similar computations, and the detailed steps in the derivation of these statistics are not included in the final publication, the work sheets showing the detailed steps should be retained to avoid the need for duplicating the work to substantiate the results and to insure the derivation of comparable statistics for some other set of data.

The Original Questionnaires

A statistical survey may be considered as a factual picture for a given population at a given period of time. When that period has passed, the dynamics of living create new details which obscure the old in the memories of the respondents and make the data on the questionnaires a set of records which cannot be duplicated and, therefore, very valuable. The first point in judging a set of such original records is how much information is contained on the questionnaires and how good a picture this information will furnish at a future date. Another consideration involves the existence of the same information on some other set of records. If information identical in time and

place is duplicated on two sets of records, neither is as valuable as each would be if the other were not available.

Tabulation usually requires the transfer of information to an intermediate set or sets of records, such as tally sheets when hand tabulation is used, or punched cards and result sheets for larger studies. The existence of this duplicate material will, of course, detract from the value of the original records. However, a complete transfer of information is not usual and the original questionnaires usually contain either more detail or more data than are found on the derived records.

Where the information has been transferred completely to tabulation sheets and all possible tabulations have been published, there is no need to keep any records other than the final report. Where this complete transfer of information has not taken place, the value of a set of records then depends, in part, upon the information it contains that is found on no other record. Thus, the value of tabulation sheets will in turn depend on the information which has not been published. The value of punched cards or other intermediate records of the same type depends upon the information on the cards which has not been tabulated. The value of the original questionnaires depends upon the information which has not been transferred to any of the other forms.

The existence of duplicate records requires additional space and the problem often arises as to which of two sets of records is to be preserved. Possible future needs and the work involved in setting up the various sets of derived records must enter into consideration. For example, the question may arise whether to destroy the original questionnaires or a set of punched cards containing almost all the information which appears on these questionnaires. The arguments which favor retention of the questionnaires are the presence of more information, and the greater accuracy of the information, since errors enter in transferring to the derived records. Sometimes the information on the punched cards is not as detailed as possible, but has been entered in group codes. At a later date it may be desired to regroup the data, which can usually be done only from the information on the original questionnaire. The chief argument in favor of retention of the punched cards lies in the fact that use of the information on the questionnaires when needed will probably involve the preparation of a set of punch cards, possibly duplicates of those which were de-

stroyed. Thus, keeping the punched cards will result in a saving of time and money when more tabulations are needed. The argument that the punched cards have a much shorter useful life may be offset by the fact that they can easily be reproduced by mechanical means.

An alternative by means of which information on a set of original records can be retained is reproduction on microfilm in such a manner that reference can easily be made to the records when necessary. This method is a means of saving space and is likely to be very useful. Due consideration should be given to possible future uses when this alternative is considered. The ease of reference and the procedures for future tabulation should be studied before such records are transferred to microfilm and destroyed. Where documents are of value mainly as evidence, microfilm will probably be a satisfactory means of reproduction.

Instead of retaining the complete file of case records, an acceptable alternative may be found in the retention of a sample of these records and the destruction of the remainder. Tabulations based on a carefully selected sample chosen with due consideration of future needs, will usually give the needed information within adequate limits of error. A technique of this kind may also permit the retention of a sample of the tabulation cards.

In this connection it is interesting to note that in the taking of the 1940 census of population, a five per cent sample was automatically segregated in the course of enumeration mainly for the purpose of securing additional data. After the 1930 census it was found necessary to destroy all the punch cards used in tabulating that census. However, if the cards for this five per cent sample can be retained after the regular census work is over, they will provide a means for making special tabulations as problems arise during the next decade. If this procedure is followed it will add immeasurably to the value of the information gathered in the largest statistical survey undertaken in the United States.

In conclusion, it may be said that since no two surveys are identical, certain records should be retained to tell the story of each survey, to contribute to the analysis of the results when questions arise, and to furnish information for later surveys of a similar nature.

When the survey is completed there will be assembled reports, memoranda, minutes, correspondence, instructions, questionnaires,

tabulation and work sheets, records of production, cost, purchases, etc., and, possibly, transcription sheets and punched cards.

The material retained should show the original objective and plan of the survey, the instructions as given and as carried out, and the type of forms used, so that the detailed procedure can be reproduced if necessary. A detailed summary should be made of the operating records so that the rate of work of the personnel, the cost of the survey, and the equipment used can be studied in detail. Tabulation sheets need be retained only if they show more detail than the published material. Finally, but not least important, the questionnaires, or copies of the questionnaires, should be retained for a reasonable length of time. If it is a simple form with only a few questions, and all the possible tabulations have been made, there is no need to keep the information after publication. When there is more than one set of records containing the same information, the question as to relative value is a rather important one and a decision as to which shall be retained cannot be generalized here.

Finally, any reports, summaries or evaluations of the various aspects of the survey made upon completion of a job should also be included. In fact, such reports might well be required of anyone in a technical or administrative capacity, and, if such reports are too voluminous, a summary should be prepared to round out the records of the statistical survey.

MORRIS B. ULLMAN

Bureau of the Census

OHIO ARCHIVES

THE HISTORY of the public records of Ohio is similar in many respects to that of other states. From the time of the admission of Ohio in 1803 until quite recently the state archives were preserved by the office of origin or some other office charged with their care. It is common knowledge that records are jeopardized by their being moved incidental to changing the seat of government, as well as by fire and other natural causes. It has been said that three moves are equivalent to one fire.¹ Ohio has had four capitol buildings in three different cities and one disastrous fire.

Little attention was paid to the care and preservation of the state archives before the passage of an act in 1927² which permits the transfer of records from any state official, department, bureau, or commission to the custody of the Ohio State Archaeological and Historical Society. Richard T. Stevenson of Ohio Wesleyan University made a survey thirty-five years ago³ in which he recommended the establishment of a "central agency for the care and use" of Ohio public records. An act passed in 1904⁴ to create a bureau of inspection and supervision of public offices, and to establish a uniform system of public accounting, auditing, and reporting under the administration of the auditor of state, was among the few attempts looking toward better record keeping and preservation. Ohio statutes which, in a broad sense, might be considered "archival legislation" deal with: How copies of certain records are made competent evidence in court; penalty for altering public documents; restoration of lost or destroyed records; reclaiming land where records have been lost; on going out of office, the county recorder shall leave to his successor the seal of office, all books, etc.; provision for county commissioners to transcribe a worn or defaced record so that it shall have the same legal force as the original.⁵

The library of the Ohio State Archaeological and Historical So-

¹ Christopher B. Coleman, "Indiana Archives," in *THE AMERICAN ARCHIVIST*, 1 (October, 1938), 201.

² *Laws of Ohio*, CXII (1927), 108.

³ "A Preliminary Report on the Ohio Archives," American Historical Association, *Annual Report*, 1906, II, 165.

⁴ *Ibid.*

⁵ *Throckmorton's Annotated Code* (1926) of *Ohio*, Secs. 154-59, 2479, 2493, 2756, 3610-3614, 8557, 11500, 12345-12367, 13088.

ciety is the legally constituted depository for the archives of the state by the 1927 statute, although many of the state departments have remodelled their basement storage rooms in recent years for semi-current and current records. The society is a state-supported institution, but in the fourteen years that its library has housed and arranged state archives, and served public officials and other qualified searchers, no provision has been made in its budget for special equipment or personnel. In other words, much of the noncurrent record of the state is being preserved, and telephone requests from state officials are being answered, without cost to the state of Ohio.

Governor Vic Donahey began the movement in 1927, after the passage of the permissory legislation, by sending much of the noncurrent record from the executive department to the newly constituted archives division of the state historical society. The executive records consist mainly of correspondence, 1803-1928; letter-books, 1860-1913; shorthand notes, 1893-1903; the General Record, 1803-1928; Appointments, 1803-1928; General Acts, 1804-1851; Special Acts, 1807-1851; Justice of the Peace Appointments, 1836-1852; Requisitions for Extradition, 1805-1866; Requisitions, 1876-1920; Restorations, 1881-1916; Petitions for Pardon, 1806-1908; Pardon Records, 1831-1921; Notary Public Commissions, 1840-1928; and Notary Bonds, 1835-1870.

The secretary of state soon followed suit by sending much of his noncurrent record. He retained corporation and election records to which his staff often refers. Stevenson had reported in 1906 that he found the usual care evident in this office, but that there was a lack of due order in the disposition of the manuscript journals of the General Assembly, "which are piled up in one of the rooms set apart for the use of the stationery department, and evidently need better arranging and care." *The Inventory of the State Archives of Ohio, Secretary of State*, issued by the Historical Records Survey in 1940, indicates a much improved condition in the storage rooms of this department in the statehouse, and the manuscript journals, referred to as inaccessible in 1906, are now easily accessible in the archives; but what Stevenson could not know then was that the journals of the Senate and the House of Representatives are missing from 1803 to 1837. This was attributed to the fire which destroyed the statehouse on February 1, 1852, until the writer recently discovered a letter written in 1836 in the executive correspondence of Governor Robert Lucas. The letter was written by John Brough, a Civil War governor

of Ohio who was concerned over the fact that there was no continuous official record of the proceedings of the General Assembly, except in the printed journal. He wrote:

The course of proceeding which custom has established is simply this:—The Clerk prepares his Journal through the day—always in haste—His messages, Reports, resolutions and every available thing are tacked on with Wafer and altogether it forms, in appearance at least, a rather singular mass. It is inspected by the Speaker, read to the body and passed immediately to the State Printer. This is the end of the record, for you may go to the office of the Printer and if the original can at all be found, you are likely to find it in more pieces than of which it was originally composed, than otherwise. . . . Our Courts of Record are required to keep in *their Books* a faithful record of their proceedings and these faithfully to preserve—Why not the Legislature?⁶

Soon after this plea for better care and preservation of legislative records, that body apparently made provision for an extra clerk to transcribe the journals into a permanent record, and these exist from 1838 to date.

The archives of the secretary of state consist of the House and Senate journals, of Engrossed Acts of the General Assembly, 1800-1899; Senate bills, 1854-1895; Acts and Resolutions, 1874-1890; Senate resolutions, 1882-1915; Senate reports, 1836-1852; House reports, 1842-1850; Stationery Accounts, 1837-1907; etc.

The treasurer of state's records in the archives consist mainly of letter-books, 1846-1873; Appropriation Journals, 1858-1909; Cash Journal, 1803-1918; General Journal, 1871-1903; Receipts and Disbursement Record, 1854-1907; Appropriation Ledger, 1880-1909; Treasury Receipts, 1817-1858, and Vouchers, 1802-1897. From the auditor's office there are some warrants, but the bulk of his record is kept in his office and storeroom because of frequent reference particularly to land records.

The records transferred from the adjutant general's office are particularly complete for the years before the first World War. They constitute letter-books and correspondence, 1861-1865, 1888-1901; Telegraph Dispatches, 1861-1903; Military Elections, 1806-1847, 1861-1865; Military Court Martial Records, 1811-1815, 1847, 1861-1865, 1896; Muster Rolls, 1807-1815, 1861-1865, 1877, 1889-1900; Morning Reports, 1861-1865, 1898; Rosters, 1861-1865; Descriptive Rolls, 1861-1865; Register of Discharged Sol-

⁶ John Brough to Robert Lucas, October 29, 1836, in Ohio State Archives, Executive Documents, Box 66.

diers, 1861-1865; Quarter-master General's records (invoice books, day books, journals, and ledgers), 1861-1908; G.A.R. Correspondence, Muster Rolls, and Post Adjutants' Reports, 1882-1905; Register of Soldiers' Claims, 1861-1870; Records of the O.V.I. in United States Service, 1861-1865; and many others.

In 1935 the Department of Public Works transferred several tons of records pertaining to the surveys, bids, construction, and operation of over eight hundred miles of Ohio's canal system covering the period from 1825-1915. In addition to original surveys and plat-books there are correspondence, vouchers, collectors' accounts, superintendents' accounts, and records of tolls both of the canals and the national road through Ohio.

The situation in Ohio is not as good as it might be. Granted that state historical societies and commissions in many other states have the custody of public archives, it remains a cardinal principle that state archives should be viewed as a distinct function of the state government.⁷ They remain the official record of the office that transfers them under a permissive statute and the historical society or commission assumes a tremendous responsibility, even if a trained person is available to take care of them. The responsibility is greater when the state assumes no additional share of the money necessary to provide adequate facilities for their proper housing, arrangement, and administration. One important asset that the historical society, as a custodian of state archives has, is that it is usually nonpolitical and in this conforms to another of the cardinal principles of archival practice.⁸ Ohio needs a public archives commission or a separate agency of the state government charged with the proper housing, care, and administration of the state archives. Eventually Ohio, like Alabama, Illinois, Maryland, Rhode Island, and some other states that have seen the light, will construct a public archives building of its own. Until the authorities are aware of the need of such action, the Ohio State Archaeological and Historical Society will continue to give needed space and time to the best possible care and administration of the state archives.

WILLIAM D. OVERMAN

The Ohio State Archaeological and Historical Society

⁷ Charles M. Gates, "The Administration of State Archives," *THE AMERICAN ARCHIVIST*, 1 (July, 1938), 132-133.

⁸ *Ibid.*

REVIEWS OF BOOKS

EMMETT J. LEAHY, Editor
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A History of the Historical Society of Pennsylvania, by Hampton L. Carson. (Philadelphia. Historical Society of Pennsylvania, 1940. 2 vols. Pp. xxv, 441, and xi, 498.)

Archivists and historians will find much that is significant for them in three publications that have appeared during the period of the last year relating to the Historical Society of Pennsylvania. The first of these is the extensive two volume history of the society written by its late president, Hampton L. Carson. The second is a brief statement of policy issued by the society's committee on objectives and appearing in the April, 1940, issue of the *Pennsylvania Magazine of History and Biography*. The third is a convenient *Guide to the Manuscript Collections* of the society prepared by the Historical Records Survey under the editorship of Bernard S. Levin. There is a close relationship between the three publications, as we are now provided with an inventory of the archival resources of the society, a detailed account of how these resources were acquired, and a searching self-criticism of the past policy of the society in terms of its interests and emphasis.

While the venerable society is not the oldest in this country—actually six other states had chartered historical societies before the founding of the Pennsylvania institution—it yields to no other organization of its kind in this country in the value of its resources and the significance of its historical publications. Mr. Carson rightly gives the credit for pioneering in Pennsylvania to the American Philosophical Society, which, as early as 1815, added a "Committee of History, Moral Science, and General Literature" to its group of functioning committees. Although the early efforts of that society were side-tracked, the two societies have for over a century maintained an intimate connection. Today, again, the Philosophical Society, in addition to its traditional interest in the physical and mathematical sciences, is encouraging research in history and the social sciences.

If the public has long regarded historical societies generally as centers for the cults of antiquarianism and genealogy, the blame cannot rest upon the shoulders of the founders of the Pennsylvania Historical Society. In the address to the public issued in 1825 emphasis was placed on the need for collecting materials of contemporary history, such as records of abolition societies. In President Rawle's administration the diversified interests of the society found expression in the setting up of committees to investigate such fields as national

origins, population growth in Pennsylvania, the fiscal, judicial, literary, and medical histories of the colony and state, and "the progress and present state of agriculture, manufactures, and commerce in Pennsylvania."

Despite the comparatively high standard set by the society's renowned publication, the *Pennsylvania Magazine of History and Biography*, the value to scholars of the Charlemagne Tower collection of colonial laws and of such rich archival collections as the Buchanan, Gratz, Morris-Hollingsworth, Logan, Penn, Shippen, and Anthony Wayne papers, and the promotional activities of the society in arousing state interest in the publication of the colonial archives and in obtaining extensive English transcripts relating to the proprietary period of the province's history, the Committee on Objectives does not share Mr. Carson's apparent complacency. They admit very frankly that historical societies have been "blown off their course and their forces scattered by the contrary winds of narrowed interests, preoccupation with antiquarian subjects, jealous competition with each other, unsystematic and even unenlightened acquisitiveness, and a reluctance to accept improved methods or new interpretations." With all of these criticisms of historical societies generally, historians will be in enthusiastic accord. It always has seemed a pity that such societies have wasted so much paper and ink on third-rate biographical subjects and arid genealogies, when so many valuable opportunities for exploration and discovery lay buried in their own historical collections. According to Mr. Carson, the fitness of each president of the society for his position was amply demonstrated by the depth of his ancestral roots in the soil of early Pennsylvania. Actually an infusion of new blood might in many cases have transformed some of our historical societies from mausoleums into centers of living and vital research.

The Committee on Objectives notes with chagrin a widespread indifference to history and regards it as a public duty of historical societies to aid in the dissemination of historical knowledge in a popular manner, to make their resources accessible to investigators, and to encourage the reproduction of historical materials by means of photostats, microphotography, etc. Instead of wasteful competition among such societies for material, they urge that photographic reproductions of material available to scholars elsewhere be employed to achieve integrated collections. They state the objectives of such societies in terms of twentieth-century historical interests—the embracing of every type of racial, religious, social, economic, military, political, and sociological record from the earliest times to the present day—and insist that "significance in throwing new light on historical processes is to be the criterion rather than rarity or sentimental associational values."

This is a frank confession; but actually the Pennsylvania Historical Society has sinned far less than most. It has been more successful than most societies in developing a fairly consistent and unified collection of archival resources

relating to its own area. Therefore, its reformation in accordance with the eloquent program of objectives should be no difficult matter. Historians and archivists will respect its refreshing candor and constructive self-criticism and should enthusiastically support its new policies.

RICHARD B. MORRIS

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Schedule of Internal Work in Modern Archives, by Richard Przelaskowski.

Translated from *Publications of the Archival Courses*, No. 6, of the Society of History Patrons, Archival Section (Warsaw, 1935), by Wanda Fernand and Olga V. Paul. The National Archives, *Staff Information Circulars*, No. 10 (Washington, September, 1940. Pp. 39).

The author explains that this thin volume "consists primarily of a summary and restatement of material already known to archivists," and that one of its purposes is "to disseminate the basic idea of making the methods and procedures of work in and the programs of activities prescribed for the various modern archival establishments in Poland as uniform as possible." After a short sketch of the development of methods of archival work, the author proceeds to discuss, principally on the basis of experiments in the Archives of Ancient Documents in Warsaw, such problems as the inspection of the contents of archives, reconstruction and systematic inventorying, cataloguing and indexing, general archival finding mediums, and the interarchival distribution of files.

The section of the volume on the inspection of the contents of archives points out that the first step of a detailed inspection must be locational in character. It further indicates that such an inspection should include, for the purpose of insuring the stability of the materials, the marking of binders and files with their proper fond and file marks and the checking of any existing locational inventories (shelf lists). Such other matters as the gathering of material for administrative history, work preparatory to the weeding of fonds, and the noting of deficiencies and disorganization in fonds may receive attention in connection with the inspection. If no locational inventory exists, the archivist should prepare one. However, disorganized files require arrangement before being inventoried, and that falls within the province of reconstructive work.

Archival reconstruction, according to the author, may be reduced to the two functions of determining to which fond a given file belongs and of giving this file a place within the fond or of giving a disorganized fond an internal arrangement. Both functions are based on the principle of provenance, the Polish formulation of which is as follows: "Every document should find its way to that fond and to that place within the fond that it occupied at the time the fond was the registry of an actively functioning office."

The author explains that he uses the term "fond" as the designation of "an archival unit (a group of records preserved in the archival establishment)

that forms an organic whole and represents the archivalization, in whole or in part, of the registry of a particular agency." The term "registry" designates "the files of a current administration, accumulating daily and continuously, and the files inherited by the administration and sorted, arranged, and preserved by its registry office."

After the necessary reconstructive work has been completed, inventories should be compiled which reflect the reconstruction. These are called systematic inventories and are either real or ideal in type. The real inventory includes only the files preserved in a fond, while the ideal inventory also includes files that are missing or have been absorbed by other fonds. The systematic inventory may also be a locational inventory, but it is more detailed in that it should contain a complete history of the producing agency, a detailed description of the present state of the fond and of its contents, and then a list of the files.

The author finally states, rather doubtfully, that if all fonds in an archival establishment should ever be "properly reconstructed and described in systematic and locational inventories," the work of cataloguing and indexing would remain. From analytical inventories, which describe the contents of individual binders and analyze their contents, he proceeds to catalogues, which are inventories based on a logical classification of the records according to subject. He then proceeds logically to name, geographic, and subject indexes "developed in a more or less detailed manner and referring either to the binders or to the individual communications contained in the binders." His most important general finding mediums are a card catalogue of fonds, a general inventory of the archives, and a plan of the locational distribution of the archival material within the building.

This significant work interested the reviewer considerably, for he faced many of the problems discussed in it while a member of the staff of the National Archives. The purpose of the author was to encourage uniformity in methods and procedures in solving archival problems in Poland; the reviewer believed that similar problems in the National Archives should have been solved under unified and centralized supervision and in accordance with the dictates of common sense. The author approached his problems with an attitude of common sense, and the reviewer particularly agreed with him when he pointedly stated that the most important duty of the archivist is to furnish information. The author also stated that the "primary requirements for . . . finding mediums must be simplicity and clarity," that the "principle of provenance cannot be applied always and everywhere in practice," and that the unconditional application of the principle of provenance should not "relegate the matter of creating catalogs and indexes to second place. . . ."

The translators, Miss Olga V. Paul, of the Office of the Director of Publications in the National Archives, and Miss Wanda Fernand, of the Historical Records Survey, have apparently done an excellent piece of transla-

tion. The National Archives has rendered a real service in making this work available. One wonders what recent months have meant to Ryszard Przelaskowski and to the archives of Poland.

WILLIAM D. MCCAIN

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Handbook for Translators of Spanish Historical Documents, by J. Villasana Haggard, translator of the Spanish Archives of Texas, the University of Texas, assisted by Malcolm Dallas McLean, archivist, the San Jacinto Museum of History. (Archives Collections, the University of Texas, 1941. Photoprinted by Semco Color Press, Oklahoma City, Oklahoma, \$1.50.)

In his introduction the author states his volume is his response to the long felt need for guidance in approaching the problem of translating historical manuscripts and documents in the Spanish language. The author is to be complimented for having done something about it, and to have distinguished himself by not ignoring the continuing need of novitiates facing the same problem, who, attaining enough skill to satisfy their immediate need, seldom rise to the point where their translations can be used without hesitation. The reviewer cannot claim to be more than one of the latter, and, as such, is grateful for the assistance this book offers. That it comes from the University of Texas is in itself a recommendation.

There are chapters on the theory of translation, on paleography, procedure in translation, special aids, and on transcribing. In addition, appendices contain reproductions of documents and supply transcriptions and translations, charted specimens of handwriting, and show the development of the alphabet as exhibited in Spanish writing. Twenty pages of bibliography complete the volume. The chapter on special aids is a valuable compilation. English equivalents for characteristic words and phrases, for the frequent abbreviations and symbols, and for weights and measures are supplied. The twenty pages on monetary terms and values are of especial interest as a ready reference to information otherwise buried in an obscurity one is little inclined to penetrate without prodding.

The standard set for a good translation is given in a quotation from Tolman, *The Art of Translating*: "Translation is arousing in the English reader or hearer the identical emotions and sentiments that were aroused in him who read or heard the sentence as his native tongue." The procedure to be followed is indicated by a summary: read the document twice, draft the translation, check word for word, and "polish" for smoothness of the finished work. Although individual techniques may differ slightly, one must agree that these are the essentials. Details that border on the obvious are treated with great care. For this the author is to be commended, for such are often forgot in haste.

In respect to the chapter on transcriptions, the reviewer will avail himself of the Special Note's invitation to offer suggestions. It is his belief that a transcript should, in addition to offering an exact copy of the text, also give an approximation of the general appearance and form of the original. The examples on pp. 125-126, 140, and 152 can be cited as allowing improvement by following this principle. Briefly stated, the idea amounts to this: Originals written on the right half of a page, with hanging indentations, or in other forms, should retain that form in the transcript. The reviewer also missed reference to collation of the transcript with the original from which it was taken. It is desirable in most cases to add as endorsement, in red ink or other distinguishing manner, the names of the transcribers and collators, with dates. Although it may be a typist's error in the examples on pp. 125-126, 127, the reviewer believes marginal notations should have been observed. In this case, too, it would seem to violate the "flavor of the original" to alter the paragraphing form as has been done in the translation. Form, perhaps as much as anything, contributes to the sought after "flavor."

In conclusion, this book, of a kind which meets a definite need, will serve to aid those who must approach the problem of using Spanish manuscripts whether in the Spanish archives of the Southwest or in the seminars and libraries of institutions having materials for the study of the Spanish influence.

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SHORTER NOTICES

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The *Inventaire des protocoles de notaires conservés aux Archives d'état de Liège*, compiled by the *Conservateur-Adjoint* Guillaume Hennen and published by the State Archives in Liège (Tongres, 1938. Pp. 67), deserves attention because of the peculiar type of archival materials it describes. Glancing through it, American archivists might state with satisfaction that here, at least, is a problem with which they are not concerned. In the European countries whose codified law has grown out of the Roman Law or has undergone its influence, the functions of a notary have been and are widely different from those of the notary public in this country. There a notary is a public officer ordained to receive, to authenticate, and to preserve in his custody contracts and documents of other legal transactions such as mortgages, transfer of property, etc., to which the parties involved wish to give the character of public documents, and to deliver copies and abstracts of them. In Italy, Spain, France, and other parts of western Europe, where the institution of notaries reaches back to the Middle Ages, it has become so popular that, with respect to France, for instance, someone has said a Frenchman would rather die without the sacraments of the church than make a contract without using the services of a notary. Quite naturally notarial records contain information on a great variety of human activities not to be found in the records of the state authorities proper and they are therefore of immense value for the purposes of economic and social history. This value was not realized, however, in the first part of the last century when the foundations of a system of archives administration were laid in most of the European countries, and this fact may explain why notarial records everywhere remained outside the scope of legislation. It was left to the courts of the districts in which the notaries were functioning, to enforce the rule that notaries going out of office should hand over their records to their successors. In Italy and Spain special notarial archives were organized during the nineteenth century, but they were under the authority of the ministries of justice and were not administered by trained personnel. In recent decades state archivists in the countries of western Europe have become aware of the need to provide more thoroughly for the safekeeping of these precious materials and their aim has been to incorporate them with the state archives. Legislation in the several countries differs. The recent Italian archives law, for instance, calls for a general transfer of notarial records prior to 1800 to the custody of the state archives. Belgium, whence this inventory of notarial records has come to us, has not adopted obligatory measures in that respect. The Belgian minister

of justice, in a circular of February 28, 1924, has recommended only that the notaries hand over to the state archives all the records prior to 1830 that they are keeping in their offices (*études*).

This recommendation has met with a good response in the jurisdiction of the Liège state archives, of which the inventory under review gives evidence. It lists some thirteen hundred fonds of notaries alphabetically by name of notary, and indicates for each fond the seat of the notary, the number of volumes or bundles of which it consists, and the years which it covers. A table at the end of the volume lists the notaries under the name of the localities where they have functioned, and thus makes it possible to bring together materials relating to a certain place and its inhabitants. In a careful introduction Mr. Hennen has traced the history of the notarial function in the different territories now making up the Belgian province of Liège.—ERNEST POSNER

The Disposition of Official Records (Prepared by William Muller) (Washington. U. S. Department of Agriculture, Office of Plant and Operations, *Manual* No. 1. 1941. Pp. 26). This operating manual is significant both in quality and in unique character. It is essentially a statement for the benefit of the staff of the Department of Agriculture of the various procedures for transferring valuable records to the National Archives and eliminating those which have no permanent value. It achieves the difficult feat of explaining clearly a complex series of laws and procedures. The inclusion, however, of intelligent statements of principles throughout the manual puts it on a different level from most administrative handbooks.

The word "disposition" is properly used in the title of this manual to include both transfers to the archival agency and elimination of valueless records. The usage of the term has generally been beclouded by the fact that in the federal laws it has been used to refer solely to elimination. "Disposal" carries more clearly the implication of elimination and is achieving recognition. "Discarding" is wisely used by some authorities for the elimination of work sheets and other non-record material before the official files are reached in the life history of groups of documents.

In this manual the archival values of various categories of records are discussed and the permanent preservation of those having such value is treated before the disposal of others. This places the emphasis properly upon the main objective of record administration which must be to preserve documents meriting that treatment. The manual also proves the inevitable interlacing of the preservation and disposal aspects of record administration showing that elimination is in the long run a means toward providing proper care for materials having archival value.

There are included quotations of department regulations covering the length of time for which certain administrative records shall be kept. The manual illustrates in exemplary degree and character co-operation between

an executive department and the archival agency. Although the regulations are specific in their applications the principles involved would be of interest to official record keepers in state and local, as well as federal, governmental units.—PHILIP C. BROOKS

Administrative Procedure in Government Agencies (Washington. Government Printing Office, 1941. Pp. 474. 50 cents), is the report of the Committee on Administrative Procedure, appointed by the attorney general. This committee was called into being as a result, to some extent, of the introduction into Congress of the Logan-Walter bill, and the somewhat unfavorable view of administrative procedure in the United States government brought to light by the debates and hearings on that bill. The title of the committee states that it was appointed by the attorney general "at the request of the President, to investigate the need for procedural reform in various administrative tribunals and to suggest improvements therein." The committee was appointed on February 26, 1939, and made its final report on January 26, 1941. During the intervening twenty-three months, all agencies of the government that could fall into the category of "administrative tribunals" were investigated, and twenty-seven monographs were published, dealing with their procedures. The final report includes summaries of those monographs, together with recommendations as to the remedying of defects in procedure brought to light by its investigations. For archivists, the principal value of the report and its accompanying monographs lies in the detailed exposition of administrative procedure, an essential part of the administrative history of those agencies which must be thoroughly understood if the archives of the offices, bureaus, and departments concerned are to be arranged and serviced with any degree of intelligence.—EDWARD F. ROWSE

NEWS NOTES

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THE SOCIETY OF AMERICAN ARCHIVISTS

Report of the Secretary

October 6, 1941

It is a great temptation to cover in this annual report the entire five years since the establishment of the Society in 1936 at Providence. Aside from the fact that this is the first meeting we have had in New England since that time, the chief reason for that temptation is that for the longer period even more clearly marked signs of progress are visible than for the shorter one.

The Society grew rapidly in its first year, and by the time of the last annual meeting it had reached a position of some recognition, its membership was at a point where no great or rapid changes could be expected, its publication was well under way, meetings were held annually and successfully, and its committees were largely inactive. A state had been reached in which it was difficult to arouse enthusiasm on the part of individuals. These characteristics are of the sort to which any organization is prone, despite the vehement exhortations of its few most interested members. They are as true of this Society now as they were a year ago. Therefore the secretary must voice further exhortations.

The rise of emergency problems of archivists and the coming of discouraging economic conditions serve to accentuate the potential menace of the lethargic tendencies mentioned. The Society has always been able to find a council willing to lead it and has an editor willing and competent to produce a first class journal. The assumption that all the remaining members of the Society need to do is to pay dues more or less regularly when reminded is the best possible assurance that those remaining members will not get their money's worth. Mercenary interest alone should be sufficient to stimulate active participation in the Society's activities by all members.

Let me be specific as to the Society's status and needs. Its membership grew from an initial 125 individual and three institutional enrollees to 270 individual and 28 institutional members in the fourth year. Recently a number of members who have neglected to pay dues have had to be dropped after an unusually generous waiting period. The membership campaign, although it appears to be a commendable one, was started later than usual, and its results cannot now be completely measured. At this writing however, we show an actual decrease of individual members to 247 and an increase of institutional members to 34.

Effort has been made to hold administrative costs down so that most of our receipts from dues can go to the publication. With two exceptions our revenue comes from membership dues. The first of these important exceptions is the growing list of non-member subscribers, now numbering 51. While some few of these should be institutional members and we have no way of obliging them to become such, most of them are libraries not eligible to membership, and their increase is a testimony to the wide general interest of THE AMERICAN ARCHIVIST. The entire amounts of their subscription fees go into the publication fund.

The second important exception in the matter of revenues is the subvention from the University of Illinois, amounting to a quarter of our total available funds, which has been maintained for four years and has made a tremendous difference in our publication program. Let us give due appreciation to the university for its co-operation.

Increasing paper costs have led to a warning from the printer that bills for the production of THE AMERICAN ARCHIVIST will grow somewhat within the coming few months. We may expect the general expenses of the Society likewise to reflect the common price trend. In fact, that price trend affects us doubly, for in addition to raising our costs it makes continuance of dues payments on the part of members more difficult.

The disturbed world conditions, on the other hand, have magnified our opportunities to "promote sound principles of archival economy and to facilitate co-operation among archivists and archival agencies," as our constitution states we are organized to do. The accelerated tempo of government and business record-producing activities, and the need for protection of cultural resources against indirect and direct hazards of war, are increasing the value of sound counsel to archivists and manuscripts custodians in general. The Society cannot therefore with equanimity see any curtailment of its publications and committee studies.

The moral of all this is that we cannot safely allow the membership to decrease. Experience shows that the chairman of a membership committee cannot produce results without real co-operation on a wide scale. The best suggestions come from those who are already members, and the receipt of more than a hundred names as suggested prospective members within the last few weeks is notable indeed. That is, however, only the beginning of a constant effort on the part of all those now enrolled. It should be easy for each one to find some persons and some institutions in his locality who might benefit by the activities of the Society. The membership committee is contemplating the issuance of a current membership list for use in this connection, and also the preparation of a list of the personnel of archival agencies. Therefore, in addition to suggestions of prospectives, the chairman of the committee, Martin P. Claussen, would like to have lists of personnel sent to him. The first exhorta-

tion of this report, then, is for each member to assume as a continuing responsibility vigilance for prospectives and to send their names to the committee. Membership provides the avenues by which the Society propagates the archival gospel; in a pecuniary sense it provides the means by which the gospel is sent forth.

A second phase of activity in which the members need exhortation is service on committees. These groups can be advisory or active, preferably both. They are necessary because they furnish means of orderly approach to special problems by particular members competent to deal with them. They are by no means intended to be ornamental or honorary. Most of the real contributions to archival knowledge by the Society will be produced by them.

Appointments to committees are made conscientiously to obtain the services of capable persons who are interested and give promise of initiative, time, and earnestness. Whoever is secretary at any time will no doubt be willing to prod the chairman and to co-ordinate their activities, but he or she cannot conceive all the constructive ideas necessary or do their work for them.

To be sure there have been in the past year some excellent examples of constructive committee work, though in some cases they have been individual enterprises of the chairmen rather than of the whole membership of the committees. Commendation is especially due to the special committees on emergency problems of archivists, and to those on business archives, publication policies of archival agencies, and international relations.

Of the four special committees, those headed by R. D. W. Connor and Collas G. Harris have produced a significant joint report covering the protection of archives against hazards of war and emergency transfer and storage, which has been processed by the National Archives and is being distributed at this meeting. The committee under the direction of Solon J. Buck has undertaken significant research in the history of World War agencies, and co-operated in the compilation of a bibliography covering them. The group led by Herbert A. Kellar has been concerned with the present emergency and has actually collected considerable material of future historical importance and stimulated others to do so. The chairmen of the last two committees are seeking grants of funds for the employment of research assistants.

With the special committees should be considered the standing Committee on Records Administration, formerly called the Committee on the Reduction of Archival Materials, of which Emmett J. Leahy is chairman. This group submitted a report recommending action on the part of the federal government to avoid the confusion usual in emergencies by co-ordination of record administration in government agencies. All five of these committees will be represented to some degree at the joint session with the American Association for State and Local History following this annual meeting.

The Committee on International Relations has given serious thought to

archival co-operation with Latin America, and brought about the program at the first session of this meeting, at which its chairman, Samuel F. Bemis, opened the discussion.

The Committee on Business Archives issued an important letter to business firms and special libraries concerning which mention is to be made at the session on business archives during this meeting. It has led to requests for advice on the selection and preservation of business records by some important firms. The group studying publication policies of archival agencies has sent out a questionnaire concerning current practices upon which its chairman, Leon de Valinger, Jr., will have a valuable report when sufficient replies are received. Miss Virginia Leddy is actively at work as the special committee on filing equipment and we may expect tangible results in the coming year.

Appreciation should be expressed of the dependable services of Dr. George H. Ryden as chairman of the Auditing Committee for the last four years. The success of the industrious efforts of the program and local arrangements committees are evident to all. These examples should serve, then, as models for others in answer to my second exhortation—to let your special interests be known and when chosen to serve conscientiously on committees.

Co-operation in the production of *THE AMERICAN ARCHIVIST* is the third phase of activity upon which the members need exhortation. This journal under the able editorship of Professor Pease has continued to disseminate archival knowledge and to bring prestige to the Society. Its value is evidenced in part by the increase in the number of subscriptions. Sale of back copies has brought in a revenue of as much as \$140 in the last calendar year. Unfortunately the considerable surplus of early issues which once existed has been reduced until three issues are out of print, the first, second, and fourth of 1938. Repurchase and resale of those copies and of the 1937 *Proceedings* volume, which is also out of print, have proved profitable.

The enlistment of editorial associates strategically located in Washington has effected considerable expansions in the book review and news note sections of the journal. Emmett Leahy, in charge of book reviews, and Gaston Litton, in charge of news notes, have demonstrated energy and resourcefulness. Mr. Litton has recently been succeeded by Karl L. Trever.

The high standards of the journal and the distribution of its articles among the various special fields of interest of the members cannot be maintained, however, by a capable staff alone. Submission of articles and news notes and prompt co-operation in book reviewing by members is essential. The archival and historical manuscript field is far from limited as to subject matter or as to capable authors who should welcome the opportunity to have material published. Although I cannot of course commit the editor to the acceptance of any contributions, I do know that a stock of material from which to select is quite necessary. The initial statement of the editor that *THE AMERICAN ARCHIVIST* would contain "articles on various phases of archival economy

and administration, or articles describing bodies of archival material of general interest" and "notes concerning personnel, material, new methods, new buildings, and such matters" constitutes practically a standing want list.

Further exhortations might become burdensome. The constitution requires of the secretary an annual report rather than a sermon. Most of the year's activities have been cited, but there remain some noteworthy undertakings.

The Federal Records Conference, which succeeded the informal gatherings of members of the Society resident in Washington, D.C., met three times last winter to consider record problems of federal government agencies. The earnest labors of its steering committee, Dorothy Arbaugh, William H. Galbraith, and W. Neil Franklin, produced a continuity in subject matter which is to carry over into the coming season.

Our cordial relationship with the American Historical Association, which is in a sense our parent organization, was continued at a joint luncheon in New York last December. That occasion had a sequel in a chartered bus jaunt to visit the Franklin D. Roosevelt Library at Hyde Park. The annual joint luncheon will be held this year at Chicago on December 30.

An innovation earnestly sought by the secretary of this Society in order to broaden the scope of our observation and our ministrations is the scheduling of a joint session at the annual meeting of the American Political Science Association in New York. This will take the form of a full session on archives as materials for research in political science, to be held on the morning of December 31. Three members of this Society who are also political scientists will speak, explaining the evolution and character of archives, and the research opportunities they present.

Another new accomplishment in which we have been interested observers and have endeavored to be of some small assistance has been the organization of the American Association for State and Local History. The aims of the two groups are closely allied and the membership overlaps to a certain extent. The new association's field is broader and perhaps less technical, and will appeal to some persons who are not concerned with the custody of archives or historical manuscripts. Our field involves technical subjects which will interest many of the association's members, while at the same time many of this Society's members are not concerned with state or local history. Undoubtedly valuable stimulus to the preservation and care of historical source materials will come from the activities of the new association.

This Society's interests so closely parallel the general development of archival economy that notice should be given to at least two important phases of that development, the training of archivists and state legislation. Courses in archival practice and record administration are being given by members of the Society at the American University in Washington, with the close co-operation of the National Archives. The latter institution has continued its program of in-service training. A course which will include the care and

preservation of manuscripts is to be given this year at the New York Historical Society in co-operation with Columbia University. The Civil Service Commission's training division has become interested in this field, and in response to its inquiry I was glad recently to be able to furnish copies of *THE AMERICAN ARCHIVIST* containing articles on archival training by Dr. Bemis, Dr. Buck, and Dr. Posner.

Last year it was reported that in eleven states movements for the initial enactment or the improvement of archival legislation were under way. Some states were added later, and legislation affecting public records was passed during the past year in Iowa, Maryland, Minnesota, New Jersey, North Dakota, and Washington. In some of these the model records act and other information issued by the Society were of concrete assistance. The secretary hereby recommends to the council that the committee which drew up that model records act, under the able chairmanship of A. R. Newsome, be continued, and that it be asked to prepare advice upon the legislation necessary to establish an archival institution where none has grown before. The model records act presupposed the existence of some sort of institution.

This report will close with an admonition and a request. The admonition is that attention must be given to the technical distinction between archives and historical manuscripts and the necessity for giving them different treatment, but that the fields they represent share equally in the interests and activities of this Society. The council has always interpreted the membership qualifications broadly in order to bring together the valuable viewpoints of a variety of persons and institutions and to emphasize the fact that they have many problems in common. Together the official archivist, the record administrator, and the custodian of nonarchival historical manuscripts can perform real service to the public interest and to scholarship.

The request is that each member bear in mind as a personal responsibility the exhortations voiced in this report—to bring the Society more members, to serve earnestly in committee work when chosen, and to submit meritorious contributions to the editor of *THE AMERICAN ARCHIVIST*.

Respectfully submitted,
PHILIP C. BROOKS, *Secretary*

Minutes of Business Meeting, October 6, 1941

The Society convened in its annual business meeting in the Old English Room of the Hotel Bond, Hartford, Connecticut, on October 6, 1941, at 9:00 P.M., approximately eighty members attending.

The minutes of the previous meeting were approved. After the reading and approval of the reports of the secretary, treasurer, and auditing committee, it was

Voted, to amend the constitution of the Society by inserting the following section after Section 6, the numbers of the succeeding sections being renumbered accordingly:

7. Honorary membership may be extended to any persons chosen by a two-thirds vote of the full membership of the council who have achieved eminent distinction in the field of archival economy, or who have rendered eminent and unusual services to that field or to the Society. Honorary membership shall be for life and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of regular members and shall receive the publications of the Society. The number of honorary members shall not exceed ten at any one time.

Voted, to amend Section 8 (formerly Section 7) of the constitution of the Society to read as follows:

8. All dues shall be payable in advance. Any member failing to pay his dues for one year after they become payable may be dropped from membership in the Society; provided that notice of such arrearage shall have been sent to him at least thirty days in advance of such action. He shall be restored to membership, however, upon payment of all arrearage of dues.

Voted, to adopt the report of the committee on resolutions, which was read by Lester J. Cappon, chairman, as follows:

1. Whereas Dr. Robert D. W. Connor of North Carolina, a member of the Society of American Archivists, has served as the first archivist of the United States from 1934 to the fifteenth of September 1941, under those able administration the National Archives has become the great repository of official records of the United States government and a leading center for historical and other research, *be it resolved* that the Society of American Archivists through its secretary express its deep appreciation of his notable work in Washington and wish him success in his return to the teaching profession at the University of North Carolina.

2. Whereas the University of Illinois has for several years past provided and continues to provide a subvention of \$500 per year for the editing and publishing of THE AMERICAN ARCHIVIST, *be it resolved* that the Society, through a letter by its secretary, express its sincere thanks to the University of Illinois for its generous aid to the Society of American Archivists. (Passed by a unanimous rising vote of the members.)

3. Whereas the Society of American Archivists has enjoyed the fine hospitality of the state of Connecticut, the city of Hartford, the Hartford Chamber of Commerce, and the Bond Hotel during the fifth annual meeting of the Society, *be it resolved* that the secretary of the Society

be instructed to send a letter of appreciation to these organizations for their kindness and generosity.

4. Whereas the Society of American Archivists is indebted to the Connecticut State Library, the Library Committee, Mr. James Brewster, state librarian, and his staff for their hospitality, the instructive tour of the library building, and the interesting exhibit of archival materials, *be it resolved* that the secretary of the Society be instructed to send a letter of cordial thanks and appreciation to the state librarian of Connecticut.

5. Whereas the Program Committee and the Committee on Local Arrangements have provided the Society of American Archivists with a most interesting series of sessions and with comfortable facilities for the enjoyment of them at the fifth annual meeting, *be it resolved* that the appreciation of the members of the Society be expressed to these committees.

It was announced that invitations had been received to hold the sixth annual meeting of the Society in Richmond, Princeton, Raleigh, Charlottesville, and Springfield, Illinois. The archivist of the United States extended an invitation from Washington.

Upon the reading of the report of the nominating committee it was

Voted, that a unanimous ballot be cast in favor of the nominees, as follows: for president, R. D. W. Connor; for vice-president, Solon J. Buck; for secretary, Philip C. Brooks; for treasurer, Julian P. Boyd; for council member for a term of five years ending in 1946, Herbert A. Kellar; for council member to fill the unexpired term of R. D. W. Connor ending in 1943, Sargent B. Child. The ballot was cast by the retiring president.

The remaining council members continue to hold office for the following terms: Margaret C. Norton, one year ending in 1942; William D. McCain, three years ending in 1944; Morris L. Radoff, four years ending in 1945.

The meeting adjourned at 10:00 P.M.

PHILIP C. BROOKS, *Secretary*

Minutes of the Council, October 6, 1941

The council met at the Connecticut State Library in Hartford, Connecticut, at 4 P.M., October 6, 1941, the president, vice-president, secretary, treasurer, and Margaret C. Norton and Morris L. Radoff attending. Solon J. Buck sat with the council for the discussion of the work of special committees.

The following qualified applicants were elected to membership in the Society:

Kenneth Munden, The National Archives, Washington, D.C.
Ethel Scholfield, New York City, New York
L. Hubbard Shattuck, Chicago Historical Society, Chicago, Illinois
Thomas R. Hall, Historical Records Survey, Chicago, Illinois
John F. Curtiss, Franklin D. Roosevelt Library, Hyde Park, New York
Rush Razee, Historical Records Survey, Denver, Colorado
Colonel Thomas M. Spaulding, War Department, Washington, D.C.
Beverley Fleet, Richmond, Virginia
Delaware Historical Society, Wilmington, Delaware
Detroit Public Library, Detroit, Michigan

Voted, to recommend to the president of the Society for 1942 the appointment of a single Committee on the Protection of Archives against the Hazards of War to supersede the two committees on that subject and on emergency transfer and storage of archives, and the reappointment of Committees on the History and Organization of Government Emergency Agencies and on the Collection and Preservation of Materials for the History of Emergencies.

Voted, to make available to the Committee on the Conservation of Cultural Resources the joint report of the Committees on the Protection of Archives against Hazards of War and on Emergency Transfer and Storage of Archives, to make it available to the National Archives for printing, and to authorize its use by state archives or any other interested agencies.

Voted, to authorize a request for \$1,500 for the use of the Committee on the History and Organization of Government Emergency Agencies.

Voted, to authorize a request for \$300 for the use of the Committee on the Collection and Preservation of Materials for the History of Emergencies.

Voted, to recommend that an appropriation of \$300 be included in the proposed budget for the Society for 1942 for the use of the two committees last named.

Voted, to approve the following proposed amendment to the constitution of the Society as circulated among the members August 15, 1941: It is proposed that the following section be inserted after Section 6, the numbers of the succeeding sections being renumbered accordingly:

7. Honorary membership may be extended to any persons chosen by a two-thirds vote of the full membership of the council who have achieved eminent distinction in the field of archival economy, or who have rendered eminent and unusual services to that field or to the Society. Honorary membership shall be for life and honorary members shall not be required to pay dues or other assessments; they shall have all the privileges of regular members and shall receive the publications of the

Society. The number of honorary members shall not exceed ten at any one time.

Voted, to approve the following proposed amendment to the constitution of the Society as circulated among the members August 15, 1941: It is proposed that Section 7 (Section 8 if the amendment proposed above be adopted) be amended to read as follows:

8. All dues shall be payable in advance. Any member failing to pay his dues for one year after they become payable may be dropped from membership in the Society; provided that notice of such arrearage shall have been sent to him at least thirty days in advance of such action. He shall be restored to membership, however, upon payment of all arrearage of dues.

The council adjourned at 5 o'clock.

PHILIP C. BROOKS, *Secretary*

Minutes of the Council, October 7, 1941

The council met at the Bond Hotel, Hartford, Connecticut, at 8:15 A.M., October 7, 1941, the vice-president, secretary, treasurer, and Margaret C. Norton, William D. McCain, Morris L. Radoff, and Herbert A. Kellar attending. Waldo G. Leland sat with the council for the discussion of the work of special committees.

Voted, to accept the invitation of the Virginia State Library to meet in 1942 at Richmond, Virginia, the exact time to be determined by the president and the secretary.

Voted, to reappoint Christopher B. Coleman as a member of the editorial board for a term of four years ending in 1945.

Voted, to approve the proposed budget submitted by the finance committee with the addition of \$300 for the use of the Committees on the History and Organization of Government Emergency Agencies and on the Collection and Preservation of Materials for the History of Emergencies.

Voted, to authorize the secretary to make the necessary arrangements for the holding of the annual joint luncheon with the American Historical Association in 1942.

Voted, to elect to honorary membership in the Society the Honorable Franklin D. Roosevelt.

Voted, to authorize the secretary to prepare a suitable document to be used to notify Mr. Roosevelt of his election to honorary membership, and to authorize the president of the Society to effect such notification as he sees fit.

Voted, that the council endorses the program of co-operation with

Latin-American archivists as conceived by the Committee on International Relations, and that the secretary and the chairman of that committee be authorized to transmit this endorsement to any interested authorities.

Voted, that the secretary be authorized to call the attention of the Bureau of the Budget to the report of the Committee on Records Administration submitted on April 1, 1941.

Voted, that the president be authorized to appoint a Committee on Municipal Records, it being understood that this committee is to study and promote proper care of records of any political unit smaller than a state.

The council adjourned at 10:15 A.M.

PHILIP C. BROOKS, *Secretary*

The following members of the Society of American Archivists have accepted appointments to committee chairmanships for 1942, constituting a partial list:

Special Committees

Protection of Archives Against Hazards of War: Collas G. Harris

History and Organization of Government Emergency Agencies: Solon J. Buck

Collection and Preservation of Materials for the History of Emergencies: Herbert A. Kellar

Filing: Virginia Leddy

Regular Committees

Public Relations: Lester J. Cappon

International Relations: Samuel F. Bemis

Terminology: Julian P. Boyd

Training of Archivists: Ernst M. Posner

Records Administration: Emmett J. Leahy

Publication Policies: Leon de Valinger, Jr.

Business Archives: William D. Overman

Uniform Legislation: A. R. Newsome

Municipal Records: Sargent B. Child

Membership: Martin P. Claussen

Auditing: David L. Darden

Nominations: Margaret C. Norton

Local Arrangements for the Sixth Annual Meeting: William J. Van Schreeven

Program for the Sixth Annual Meeting: Harold S. Burt

THE AMERICAN ARCHIVIST

BUDGET FOR CALENDAR YEAR 1942

Approved by the Council, October 7, 1941

	General	Publications	Total
Balance, 1939	\$ 340.79	\$ 847.00	\$1,187.79
Income, 1940	624.55	1,388.74	2,013.29
Assets, 1940	965.34	2,235.74	3,201.08
Expenses, 1940	553.55	1,123.71	1,677.26
Balance, December 31, 1940	411.79	1,112.03	1,523.82
Estimated income, 1941	550.00	1,150.00	1,700.00
Total Estimated Assets, 1941	961.79	2,262.03	3,223.82
Estimated Expenses, 1941			
Publications		1,100.00	
Secretary's office	260.00		
Treasurer's office	85.00		
Committees	100.00		
Annual meeting	100.00		
	545.00	1,100.00	1,645.00
Estimated balance, December 31, 1941	416.79	1,162.03	1,578.82
Estimated income, 1942	665.00	1,260.00	1,923.00
Total assets, 1942	1,081.79	2,422.03	3,503.82
Budget, 1942 ¹			
Publications (\$1,150)		1,200.00	
Secretary's office (\$275)	275.00		
Treasurer's office (\$90)	100.00		
Committees (\$150)	400.00 ²		
Annual meeting (\$100)	100.00		
Total budget	875.00	1,200.00	2,075.00
Estimated balance, December 31, 1942	\$ 206.79	\$1,222.03	\$1,428.82

¹ 1941 budget figures shown in parentheses for comparison.² Includes special appropriation of \$300 for committees on history and administration of government emergency agencies and on collection and preservation of materials for the history of emergencies.

The annual joint luncheon of the Society of American Archivists with the American Historical Association was held at Chicago, December 30, 1941, during the annual meeting of the latter organization. Solon J. Buck, archivist of the United States, and Herbert A. Kellar, of the Library of Congress, led the discussion, which represented the work of their respective committees of the Society. Dr. Buck is chairman of the group studying the history and organization of government emergency agencies, and Mr. Kellar heads that dealing with the collection and preservation of materials for the history of emergencies. Margaret C. Norton, archivist of Illinois, presided.

The values of archives as materials for research in political science were set forth at a joint session of the Society of American Archivists with the American Political Science Association, in connection with the annual meeting of the latter, at New York, December 31, 1941. Helen L. Chatfield, archivist of the Treasury Department, discussed "The Role of the Archivist in Public Administration," explaining the nature and production of archives; Wayne C. Grover, of the Office of the Co-ordinator of Information, spoke on "The Relevance and Adequacy of Unprinted Source Materials for Research," weighing their utility to the political scientist; and Luther H. Evans, chief assistant librarian of Congress, dealt with "The Availability and Research Value of Non-Federal Archives." Arnold Brecht of the New School for Social Research presided.

The joint report of the Society's Committees on the Protection of Archives against Hazards of War and on the Emergency Transfer and Storage of Archives has been published as *Bulletin* No. 3 of the National Archives under the title "The Care of Records in a National Emergency." Copies may be obtained by addressing that institution, at Washington, D.C. The major topics treated in the report are "Hazards Likely to Affect Archives," "Selection of Archives for Protection," "Buildings and Storage Facilities," and "Evacuation." A select bibliography on the conservation of cultural resources in times of war is also included.

Exchange of experience and promotion of constructive methods in records administration among federal government agencies will be facilitated by an interdepartmental committee organized by the Training Division of the Civil Service Commission under the direction of Dr. Earl P. Strong. The committee originated in an effort to provide organized discussion of standards and training of filing personnel. It has grown to a membership of more than fifty with seven subcommittees of which the one on retirement of records is of particular interest to archivists. Members of the Society of American Archivists are chairmen of three of the subcommittees.

THE NATIONAL ARCHIVES

The archivist of the United States announces the appointment of Robert D. Hubbard as director of personnel in the National Archives to succeed the late

Isaac McBride. Mr. Hubbard was formerly on the staff of the Department of Agriculture as a specialist on employee training and other personnel problems, and he is a candidate for the degree of doctor of philosophy in public administration at the American University. The National Archives has recently lost the services of Emmett J. Leahy, who resigned to become head of a newly created Office of Records Co-ordination in the Department of the Navy, which is to plan, co-ordinate, and administer the current record systems of that department; of Wayne C. Grover, who was transferred temporarily to the Office of the Co-ordinator of Information; of Siert F. Riepma, who resigned to accept a position in the Office of the Administrator of Export Control; and of Ralph L. Dewsnup, who was called to active military service.

The National Archives has been officially designated as one of the agencies of the federal government "conducting activities essential to the preparedness and national defense program." Among the many activities of the National Archives that are of importance to the defense program and that led to this recognition are (1) its development of a store of information on record administration and its assistance to government agencies in this field; (2) its aid to government agencies in the disposal of old records either by the transfer of those of value to the National Archives building or by the destruction of those without value; (3) its reference services on the vast quantities of records in its custody, including many records of the period of the first World War, which have particular significance in the present emergency; and (4) its practice of making available to other government agencies its technical equipment and specially trained personnel.

The first gift to be accepted by the recently established National Archives Trust Fund Board is that of \$30,000, donated by Mr. and Mrs. Hall Clovis of Greenwich, Connecticut, for the making of permanent copies of 3,500 sound recordings of Indian music and dialects that were transferred to the National Archives by the Smithsonian Institution in 1939. As an experiment, the central search rooms in the National Archives are now open until 10 P.M. on Mondays through Fridays. The closing hour on Saturdays will continue to be 5 P.M. These hours will be continued indefinitely if the search rooms are sufficiently used. Since November 22, 1941, the exhibition hall in the National Archives building has been open to the public from 9:00 A.M. until 4:30 P.M. on Saturdays and from 1:30 P.M. until 5:00 P.M. on Sundays and holidays. The National Archives has recently issued a *Select Bibliography on the History, Organization, and Activities of Archival Agencies* and a bulletin on *The Care of Records in a National Emergency*.

The National Archives is for the third consecutive year co-operating with the American University in a program for the training of professional archivists. The courses during this academic year deal with the history and administration of archives, materials for research in modern history, the philosophy of

history, American and European administrative history, and the administration of current records and record systems. Solon J. Buck, Ernst M. Posner, Louis C. Hunter, and Helen L. Chatfield are the instructors.

Additions to the growing body of federal records pertaining to the first World War in the National Archives include certain service records of enlisted men in the United States Navy, 1917-1919; the files of a Liberty Loan Association in New York City dealing with the campaign for the sale of war bonds, 1918-1920; and records of the War Minerals Relief Commission, 1919-1941.

THE FRANKLIN D. ROOSEVELT LIBRARY

Presidential papers that have recently been transferred to the Franklin D. Roosevelt Library include files of greetings and invitations received by the President, together with copies of replies, 1933-1940; daily schedules of appointments, lists of visitors, and travel itineraries, 1933-1940; letters of opinion received from the public on various domestic and foreign policies of the administration, 1933-1941; and letters received from clergymen in reply to the President's circular request of September 23, 1935, for advice on problems of social legislation and unemployment. Other recently acquired manuscript material includes correspondence of Mrs. Franklin D. Roosevelt, 1934-1937, and files of letters received by James A. Farley from leaders of the Democratic Party during the campaigns of 1930, 1932, and 1936. The collection of printed materials on naval history has recently been supplemented by an additional gift of about 1,000 books from the President. Progress has been made in the work of arranging the manuscripts and books, but they are not yet available for use.

The Franklin D. Roosevelt Library has been visited by nearly 35,000 persons since the museum portions of the building were opened to the public on July 1. The exhibits are frequently changed and include occasional loan exhibits, such as a recent display of drawings made for the WPA Index of American Design and a showing of a set of studies made by Olin Dows for his murals in the post office building at Hyde Park.

WORK PROJECTS ADMINISTRATION

The revised check list of Historical Records Survey publications reveals that over 1,550 publications have been issued by survey projects as of September 1.

Guy Timboe, assistant editor in the central office of the Historical Records Survey, has resigned. Hugh F. O'Neil, supervisor for the survey in Utah, has also resigned. He has been succeeded by Cleon A. Harding. Blair Flegal is now state supervisor of the Public Records Project in North Dakota, while Miss Betty Hall has been promoted to the position of state supervisor of the Historical Records Survey in that state.

FOREIGN NEWS

The ninth annual conference of the British Records Association was held on November 10. The program included discussion of the repairing problem, the danger of post-war dispersals, the recording of national monuments, micro-photography, and the list of record repositories issued to the regional commissioners for civil defense.

Americans interested in the scientific aspects of the preservation of manuscripts and public records will note with genuine sorrow and regret the death of Dr. G. Herbert Fowler, the first chairman of the Technical Section of the British Records Association.

The regulations governing the service of the National Library and Archives of Bolivia have been published in the August, 1941, issue of its *Revista*, pages 117-119.

GENERAL NEWS

The thirteenth annual conference of the American Association of Medical Record Librarians was held in Boston on November 3-7. Subjects for discussion included the keeping of records in wartime, fundamental considerations in the art and science of medical record keeping, the training of medical record librarians, and the advantages and practicability of filming records. The association publishes a quarterly *Bulletin*, edited by Miss Edna K. Huffman, director of the School for Record Librarians at Grant Hospital, Chicago. Miss Huffman is also the author of a *Manual for Medical Record Librarians* (Physicians Record Company, 161 West Harrison Street, Chicago. \$3.00).

The Society of American Historians, organized in 1939, has recently published the first issue of its magazine under the title of *Horizons*.

The Middle States Association of History and Social Science Teachers has published as Volume 38, Number 2, of its *Proceedings*, a "Guide to Ten Major Depositories of Manuscripts in New York State."

The American Association for State and Local History held its first annual meeting in Hartford, Connecticut, on October 7-8. The subject of "Record Problems and Programs in the National Emergency" was discussed at a joint session with the Society of American Archivists. Standards of historical society work and the types of publication programs proper for local historical societies were among the topics discussed at other sessions. The association met in joint session with the Southern Historical Association in Atlanta on November 8, the topic of the meeting being "Local Historians and the Development of Southern Historical Scholarship." Another joint session was held with the American Historical Association in Chicago on December 29. At this meeting,

a panel discussion was held on the subject of "Increasing the Membership of Historical Societies." Plans are being completed for the foundation of a Pacific Coast branch of the association to meet in connection with the annual meetings of the Pacific Coast Historical Association. Completion of plans for the issuance by the association of inexpensive photographic facsimiles of source materials of national significance has been announced. The first volume of this character, which will be issued shortly in co-operation with the National Genealogical Society, will be a facsimile of a Revolutionary quartermaster's account book for the years 1781-1782 from the "Pickering Papers" among the records of the War Department now in the National Archives.

Considerable interest is being aroused by the work of the Committee on Private Research at Western Reserve University. The purpose of the committee is "to help the non-professional scholar, to encourage non-academic research, and to aid that research by serving as a clearinghouse of information and co-operative effort." The director of the committee is William S. Dix.

ARKANSAS

The Arkansas Historical Association was organized on February 22, 1941. John H. Reynolds, president of Hendrix College, will head the new organization. Professor Fred H. Harrington, of the University of Arkansas, is to serve as secretary-treasurer, and David Y. Thomas, professor emeritus of history of the same institution, will act as editor of the association's journal.

CONNECTICUT

Three appropriation acts passed by the 1941 General Assembly were of particular benefit to the state library. Special Act 288 appropriated \$2,500 for the year 1941-1942 and a like amount for the year 1942-1943 for rebinding volumes of Connecticut state archives. Special Act 278 provided \$5,300 for the same years to be used in microfilming and typing additional volumes of state records and for the publication of two volumes of state records since 1781. It is expected that this appropriation will complete the publication of the state records through 1787. Special Act 473 made available \$74,290 for the purchase of the Rex Brasher collection of 794 original water color paintings of birds and trees of North America.

The state library reports that during the past year it has used with satisfactory results a dehydrator manufactured by Louis H. Spinning, 111 North Walnut Street, East Orange, New Jersey.

DELAWARE

The editor notes with regret the death of Dr. George H. Ryden, state archivist and professor of history and political science at the University of

Delaware. Dr. Ryden was appointed archivist in 1930. He also served as chairman of the Historic Markers Commission and as secretary of the Delaware Swedish Tercentenary Commission. His passing is a distinct loss to the archival profession.

On October 22, Mrs. Henry Ridgeley, president of the Public Archives Commission, announced the appointment of Leon de Valinger, Jr., to succeed the late Dr. Ryden as state archivist. Mr. de Valinger has been assistant archivist since 1930.

DISTRICT OF COLUMBIA

The Federal Records Conference, under the auspices of the Society of American Archivists, plans a series of five meetings for the present year. These meetings will deal with relationships between the record-producing agencies of the government and the National Archives. "Uses of Government Records" was considered at the first of these meetings held on November 27. Those taking part in the program were Leo F. Stock of the Division of Research, Carnegie Institution of Washington, Philip M. Hamer, chief of the Division of Reference, the National Archives, and Edward G. Campbell, Division of War Department Archives, the National Archives. They presented some of the uses that have been made of government records by the scholar, the ordinary citizen, and government agencies, including uses connected with the national defense program. Future topics planned for consideration by the Federal Records Conference include transferring records to the National Archives, the disposal of government records, microfilming government records, and servicing records in the National Archives.

Dr. Coleman Nevils, S.J., has recently been assigned the post of archivist and librarian at Georgetown University. Dr. Nevils served as president of the university from 1928 to 1935. During those years he authorized and aided in the compilation of a new catalogue of the archives.

Mr. Allen C. Clark, president of the Columbia Historical Society, recently announced the receipt of a gift of \$1,000 to the general fund of the society from Christian Heurich, an active member of the society since 1903.

FLORIDA

The establishment of an archives department in connection with the State Library was provided by an act of the legislature at its last session. Dr. Dorothy Dodd, formerly director of the Survey of Federal Archives in Florida and editor of the Historical Records Survey in that state, has been selected as archivist. Dr. Dodd is also treasurer of the Florida Historical Society.

IDAHO

Arrangements have been completed for the construction of a \$100,000 State Historical Society building in Boise. The completed building, to be of reinforced concrete construction, will stand two stories high, and will be 176 feet long by 56 feet wide. Mrs. Ora B. Hawkins is the state historian.

INDIANA

Christopher B. Coleman reports that, due to lack of filing space, the Archives Division of Indiana State Library has been compelled to rent approximately 3,000 cubic feet of space in a public warehouse to store public records not likely to be frequently used. Leland R. Smith has been appointed chief of the Archives Division to succeed H. Reid Nation, resigned.

IOWA

Edgar Rubey Harlan, curator of the Iowa Historical, Memorial and Art Department from 1909 to 1937, died on July 13. A review of his splendid service to the state of Iowa has been published in the October, 1941, issue of *Annals of Iowa*.

Heavy use of the Iowa territorial and state census records in the custody of the Department of History and Archives has been reported during recent months. Persons in need of proof of age, place of birth, or citizenship, in order to participate in defense or social welfare programs are largely responsible for the demand for information from these records. A total of 281 records was certified in July, 481 in August, and 417 in September. The department also reports the purchase of a microfilm reader and a 16 mm. movie camera. The camera is to be used as an "aid in making a more complete and comprehensive record of historical events and sites."

The July issue of *Annals of Iowa* carries an editorial calling attention to the significance of Iowa archives and the need for a specifically designed building and an increased, trained staff to provide adequate care for them.

Over one hundred persons attended the first Iowa Conference on Local History held at Des Moines on May 9. Problems of historical society organization and the principles governing the care, classification, and cataloguing of museum materials were among the topics discussed. News of a second conference, called for October, has not yet been received.

Dr. Kenneth E. Colton, director of manuscripts at the state Department of History and Archives, recently spoke before the Iowa State Library Association on "The Role of the Librarian in Preserving Local History."

LOUISIANA

The Department of Archives, Louisiana State University, has accessioned twenty-six groups of manuscripts in the past six months. Among the more

noteworthy of these are the Bieller-Snyder papers containing over 3,000 items and six volumes pertaining to plantation and business life in Mississippi and Louisiana during the years 1800-1872. The Robert A. Newell papers, 1841-1887, contain letters written from Texas during the war between the states together with business and legal documents pertaining to Newell's activity while an employee of the Nitre and Mining Company.

MARYLAND

The archivist of Maryland reports the publication of his sixth annual report covering the fiscal year which began in October, 1940. A *Preliminary Guide to the Materials in the Hall of Records* and a *Calendar of the Rainbow Series of the Maryland State Papers* are to be off the press shortly. New accessions include records received from the register of wills of Charles County, the clerk of the court of Somerset County, and the clerk of the court of Worcester County.

MASSACHUSETTS

Wilfred J. Doyle, city clerk of Boston, reported on August 25 in *City Document* 50-1941 that 225 volumes of the records of the town and city of Boston and its annexed towns covering the years 1629 to 1914 had been microfilmed. Mr. Doyle believes that Boston is the "first of all cities in this country to duplicate its records by the use of this modern method, and to take the additional precaution of storing the duplicates in a building separated by a considerable distance from the storage place of the originals." The original volumes are stored in the city clerk's vault in the city hall annex, and occupy seventy linear feet of shelf space. The reproductions of these volumes on negative and positive films, making 450 reels in all, can now be stored in a case which occupies less room than an ordinary four-drawer filing case. Mr. Doyle estimates that the cost of microfilming the entire collection was less than would have been required to copy and print only two volumes. Both negative and positive films are deposited in the Boston Public Library where the latter are accessible for public use. The work of reproduction was done by the Graphic Microfilm Service.

MICHIGAN

Carl Van Doren's *Secret History of the American Revolution*, which appeared in October, is largely based on the Sir Henry Clinton papers in the William L. Clements Library. Lloyd A. Brown, curator of maps at the Clements Library, is author of *Jean Domenique Cassini and His World Map of 1696*, recently published by the University of Michigan Press. The Clements library has one of two copies of the original Cassini map known to be in this country.

Mrs. Barbara Titus has been promoted to full-time cataloguer of printed

materials, and Miss Elizabeth Howard has been promoted to part-time manuscript cataloguer for the Michigan Historical Collections of the University of Michigan. Records of the Michigan Library Association have recently been placed on deposit with the university. The library of the Rev. John Monteith, first president (1817-1821) of the University of Michigan, and the papers of Charles Horton Cooley, professor of sociology at the university during the years 1892-1929, have also been acquired by the university.

MINNESOTA

The Minnesota Historical Society celebrated its ninety-second anniversary on October 20.

MISSISSIPPI

William D. McCain, director of the Department of Archives and History, was re-elected president of the Mississippi Library Association on November 18. Dr. McCain has recently edited and published the journals of the second session of the second General Assembly of Mississippi Territory.

NEW JERSEY

A law (Chap. 77, Pamphlet Laws of New Jersey, 1941) has been passed by the legislature which permits heads of state agencies to reproduce by any photostatic, photographic, or miniature photographic process certain classes of documents which have been produced and kept by them or have been in their custody over ten years. Whenever such reproductions have been made and provision has been made for their preservation, possible duplication, and easy accessibility, agency heads may, in accordance with methods prescribed by law, dispose of original records so reproduced. Reproductions are to have the same force and effect as original records, and certified copies of reproductions will likewise be accepted in the eyes of the law. A pending bill would authorize the enrollment of chancery documents by microphotography in lieu of handwritten enrollment in bound folio volumes. Advocates of the bill claim that 98 per cent of the storage space now used to file enrollments will be saved if the bill should pass.

As previously reported in *THE AMERICAN ARCHIVIST*, an act of the 1941 legislature consolidated the State Library and the Public Record Office. George J. Miller, assistant director, reports that on May 18 the public records formerly housed in Rooms 229, 230, and Vault 28 of the statehouse were transferred to Room 118 in the State Library. Since May 18 the assistant director has inspected the offices and records of forty-seven county officers, and recommendations resulting from this survey have been embodied in an unpublished report to the director on "The Manufacture of Records in New Jersey."

The Court of Chancery recently transferred to the State Library and Public Record Office the Elizabethtown Bill in Chancery. This document of nine-

teen parchment sheets, filed in 1745, was lost for a hundred years and was discovered in 1936 wedged between a steampipe and the ceiling in a cellar vault. Sixteen other documents, believed to have been stolen from the state archives, have been returned to state custody through the assistance of the office of the district attorney of New York.

NEW YORK

Several administrative changes in the New York Public Library have been made recently. Dr. Harry Miller Lydenberg, the director, has retired, to be succeeded by Franklin F. Hopper, formerly chief of the circulation department. George D. McDonald has been made chief of the reserve or rare book room. Dr. Walter W. Ristow has been made chief of the map room, which is to become a separate division, and Robert D. Hill, formerly assistant in charge of the American history room, has been appointed keeper of manuscripts.

The New York Historical Society's collection of Revolutionary War manuscripts has been increased by a gift of the Alexander McDougall papers. These contain about 4,200 items, of which 1,200 are military papers, 1778-1782. This collection supplements other McDougall papers already owned by the society. The John Shillito Rogers collection, also recently received, contains correspondence passing between Alexander Hamilton, Aaron Burr, and their seconds in connection with the famous duel of July 11, 1804. The society has published a ninety-six page *Survey of the Manuscript Collections in the New York Historical Society*. Miss Susan E. Lyman is the compiler.

NORTH CAROLINA

Mrs. J. M. Winfree, repairer of manuscripts in the North Carolina Historical Commission, retired on September 1. Mrs. William S. West, formerly senior library assistant, has been selected to succeed Mrs. Winfree.

OKLAHOMA

James L. Moffitt, secretary of the Oklahoma Historical Society, reports that he has assisted in the formation of historical societies in Creek and Garfield counties. The Washington County Library Association is also making plans for the collection and preservation of historical materials of local interest.

OREGON

Lewis A. McArthur, president of the Oregon Historical Society, reports that the society has published during the year an index to the first forty volumes of the *Oregon Historical Quarterly*, an index to the files of the *Oregon Spec-*

tator, 1846-1854, and a *Guide to the Manuscript Collections of the Oregon Historical Society*. The publications were compiled in co-operation with the Work Projects Administration. Among the outstanding accessions of the year were the Benjamin Stark collection, containing twelve hundred letters and documents pertaining to the life and work of this Oregon pioneer and one-time United States senator, and the Wesley Andrews collection of a thousand negatives of views of Oregon localities.

PENNSYLVANIA

The work of the joint committee of the Pennsylvania Library Association, the Pennsylvania Federation of Historical Societies, and the Pennsylvania Historical Association, set up to make a co-operative study of archival and public record problems and practices in the state, will be watched with interest. The committee is assured the co-operation of the state librarian, the state archivist, and the state historical commission. In addition to making an analysis of the conditions and practices now existing in Pennsylvania, the committee plans to study the archival methods followed in other states recognized for their progressive handling of public records, thereby improving archival conditions and methods at home. The committee is headed by Miss Frances Dorrance.

The Pennsylvania Historical Association has secured a gift from the American Philosophical Society which will make possible the completion of a projected "Pennsylvania Bibliography." Dr. Robert Brunhouse of Elizabethtown College has been appointed editor.

VIRGINIA

John C. Wyllie, director of rare books at the Alderman Library, University of Virginia, has been granted leave of absence. Francis L. Berkeley, Jr., is acting director.

Lester J. Cappon, assistant professor and consultant in history and archives at the University of Virginia, gave the Goldwin Smith Lecture at Cornell on October 23. His subject was "The Collecting of Historical Materials." Dr. Cappon is the author of "Government and Private Industry in the Southern Confederacy" published in *Humanistic Studies in Honor of John Calvin Metcalf*, recently issued by the University of Virginia. This essay is based to a considerable extent on Confederate ordnance records in the National Archives.

Students in a creative writing class at Hollins College have found a new use for old records. The archives of Hollins have been found to contain interesting new material for use in compositions on the history of the college.

WISCONSIN

Recent accessions of the Wisconsin State Historical Society include thirty-six volumes of diaries of Willet S. Main of Madison, 1867-1902; Civil War letters of George B. and James H. Sprague; letters received by John G. Conway, lawyer and county judge, 1875-1883; and some manuscripts of the Madison, Watertown, and Milwaukee Plank Road, 1848-1898.

WYOMING

Mrs. Inez Babb Taylor, assistant historian of the state historical department, has resigned. Appointment of a successor has not yet been announced.